14 FAM 600
EMPLOYEE LOGISTICS - HOUSEHOLD EFFECTS

14 FAM 610
TRANSPORTING EFFECTS

(CT:LOG-179; 09-16-2014)
(Office of Origin: A/LM)

14 FAM 611 POLICY AND AUTHORITY

14 FAM 611.1 Applicability

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

These policies and procedures apply to Foreign Service employees of the participating agencies.

14 FAM 611.2 Authority

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Section 901 of the Foreign Service Act 1980 (22 U.S.C. 4081), as amended, authorizes the Secretary to pay the transportation expenses of members of the Service and their families, including certain costs or expenses incurred for:

   (1) Transporting the furniture and household and personal effects of a member of the Service (and of his or her family) to successive posts of duty;

   (2) Packing and unpacking, transporting to and from a place of storage, and storing the furniture and household effects of a member of the Service (and of his or her family); and

   (3) Transporting for or on behalf of a member of the Service a privately owned motor vehicle (POV).

b. 22 U.S.C. 4081(13) - The authorization for the shipment of a privately owned

motor vehicle is based upon authorities including section 901(13) of the Foreign Service Act of 1980.

c. 22 U.S.C. 3927 - Foreign Service Act of 1980, Section 207.

d. Use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees:

   (1) 46 U.S.C. 55302 - Section 901(a) of the Merchant Marine Act of 1936 - Transportation in American Vessels of Government Personnel and Certain Cargoes; and

   (2) 41 CFR 302-7 – What forms can my agency use to pay transportation bills?

e. 19 CFR 142.1 – Customs Duty/Entry Process.

f. 31 U.S.C. 3721 and implementing regulations 20 CFR 429.201 - Military Personnel and Civilian Employees Claims Act of 1964, as amended.

g. 18 U.S.C. 921 - Gun Control Act of 1968, Chapter II sections B (Ownership Prohibitions) and C (Limitation of Imports).

h. 27 CFR 478 - Commerce in Firearms and Ammunition.

i. 41 CFR 302 – Federal Travel Regulation – Relocation Allowances.

j. 7 CFR 319 – Foreign Quarantine Notices.

k. Federal Acquisition Regulation.

l. The Bioterrorism Act 2002, Public Law 107-188.

14 FAM 611.3 Use of U.S.-Flag Vessels

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. In accordance with Section 901(a) of the Merchant Marine Act of 1936 (46 U.S.C. 55302) any officer or employee of the United States traveling on official business abroad or to or from any of the possessions of the United States must travel and transport his or her personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of the employee's mission requires the use of a ship under a foreign flag: Provided, that the Comptroller General of the United States must not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefore.

b. **USAID only**: Although Executive Order 11223 exempts USAID from the requirements of section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 55302), which requires U.S. Government employees to use ships of U.S. registry when such ships are available, USAID's policy is that U.S.-flag vessels are to be used for transporting effects unless such ships are not available or their use is not feasible (see 14 FAM 616.3).

14 FAM 611.4 Privately Owned Vehicles (POVs)

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. It is the Department's policy that a travel authorization which includes authority for the transportation of effects constitutes authority for the transportation (i.e., water, rail, air, or driven), of one motor vehicle owned by the employee or an eligible family member when such transportation has been determined to be necessary or expedient, unless prohibited by regulation or administrative action. Not more than one motor vehicle may be transported to a post of assignment, except as provided by 14 FAM 615.3, 14 FAM 615.4, and 14 FAM 615.5.

b. It is hereby determined that transportation of a privately owned vehicle (POV) by water, rail, or air is necessary or expedient when:

(1) Neither the authorized nor the actual points of origin and destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both, except that employees posted to the following Mexican posts may be authorized to have their POVs shipped at U.S. Government expense (interior posts only):

(a) Mexico City;

(b) Merida;

(c) Hermosillo;

(d) Guadalajara; and

(e) Monterrey;

(2) An employee is absent from post under orders (including combined home leave and transfer orders) and is therefore unable to drive the vehicle from the old post to the new post; and

(3) In cases other than those specified above in this section, an authorizing officer may determine that transportation of a privately owned vehicle is necessary or expedient. Such cases frequently occur when danger or undue hardship would be involved if the employee or an eligible family member drove the vehicle between the authorized points of origin and destination. A copy of this determination should be furnished by the traveler for submission with the travel voucher.

14 FAM 611.5 Household Effects (HHE)

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and eligible family members that legally may be accepted and transported by a commercial carrier, may include furniture, household goods, and personal items for the use of an employee and authorized eligible family members:

(1) HHE also includes:

(a) Professional books, papers, and equipment (see 14 FAM 514.4, subparagraph a (7), regarding request for approval of shipment of professional materials and the NOTE regarding professional materials for medical specialists);

(b) Replacement parts or maintenance items for a POV such as tires, motor oil, windshield wipers, windshield wiper fluid, automotive batteries, spark plugs, belts, filters and any other similar items;

(c) Integral or attached POV parts that must be removed in preparation for shipping due to high vulnerability to pilferage or damage, such as hubcaps or wheel covers, pickup truck tailgate, side mirrors, cigarette lighters, antennas, sound systems, GPS units, and other removable electronic items;

(d) Consumable items may be included in household effects shipment, utilizing a portion of the HHE shipping weight entitlement, or shipped under the separate consumables allowance, if employee is assigned to a consumables post and wishes to save the HHE allowance for more household articles (see the A/OPR/ALS Web site for the list of consumables posts);

(e) Snowmobiles and trailer, jet skis and trailer, ATVs and trailer, motorcycles, mopeds, and golf carts; and

(f) Inherited personal effects that come into an employee’s possession upon the death of a family member of the employee or the employee’s spouse, or when the family member is placed into a custodial care facility. Request for shipment and/or storage of inherited personal effects must be made to the Executive Director, HR/EX, within 1 year of the death of the family member or placement of the family member into custodial care (see 14 FAM 511.3 for a definition of inherited personal effects);

(2) HHE does not include:

(a) Personal baggage when carried free on tickets in connection with

travel by common carrier transportation;

(b) Automobiles, trucks, vans, and similar motor vehicles, mobile homes, camper trailers, boats (including canoes, kayaks, rowboats, or any small open watercraft), aircraft, and farming vehicles;

(c) Live animals including birds, fish, reptiles, and live plants;

(d) Cordwood and building or construction materials (see 14 FAM 511.3 for definition of construction materials);

(e) Items for resale, disposal, or commercial use rather than for use by employee and immediate family members, or any items in commercial quantities;

(f) Privately owned live ammunition (see 14 FAM 611.6-2 regarding shipment of a personally owned firearm and ammunition); and

(g) Propane gas tanks; and

(3) Federal, State, and local laws or carrier regulations may prohibit commercial shipment of certain articles not included in paragraph (2) of this section. These articles may include:

(a) Property that may damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive material, poisons);

(b) Articles that cannot be taken from the premises without damage to the article or premises; and

(c) Perishable articles (including frozen foods) articles requiring refrigeration, or perishable plants.

14 FAM 611.6 Limitations

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The Director, Transportation and Travel Management Division (A/LM/OPS/TTM), and/or HR/EX as the Department's authority for appeal are authorized to deny the use of U.S. Government services and facilities in circumstances involving unusual boxing, crating, shipping, storage, and handling costs associated with personal effects and requested by the employee; or in cases when an item cannot be shipped in any normal way, such as when it does not fit in standard approved shipping containers.

b. This provision includes, but is not limited to, requests to ship items of unusual size, or with special characteristics or qualities, or which are perishable, fragile, or contain hazardous material as established by international agreement; requests for more than two supplemental shipments; any access and removal

of effects from permanent storage or any HHE surface shipment weighing less than 200 net pounds; or multiple requests for pick-ups of personal effects from locations other than the primary residence.

c. Special crating should be used only when it is deemed absolutely necessary by the packing company as the only way to safely transport an item. This requirement must be documented (see 14 FAM Exhibit 611.9); and approved by the U.S. Government bill of lading (GBL) issuing officer. Any and all requests for special crating that are not approved for payment by the U.S. Government must be paid by the employee, or the crating request will be cancelled. Any request for special crating that exceeds a total of $500.00 must be approved by HR/EX or the designated representative. (See 14 FAM Exhibit 611.6 for a list of items that may be crated.)

d. The Director, Transportation and Travel Management Division (A/LM/OPS/TTM) for State; Human Resources Manager, USFCS/OIO/OFHR for Commerce; or Chief, FA/AS/TT for USAID, will determine the extent to which these services can be denied. In such cases, employees retain the right to normal legal and administrative appeals.

14 FAM 611.6-1 Weight Allowance for Shipment and Storage

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The combined shipment and storage of effects allowance has been established at the statutory limit of 8,165 kilograms or 18,000 pounds, net weight, for each employee, regardless of family status.

b. A limited shipment allowance is set at 3,265 kilograms or 7,200 pounds, net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment when post provides adequate furnishings. (For further information, see 14 FAM 613.1.)

c. A special shipment allowance of less than 7,200 pounds, net weight, applies for certain posts with limited facilities, 1-year tours, unaccompanied status, or other special circumstances. See the periodic memorandum entitled "Posts with Special Shipment Allowances for Post Assignment Travel" maintained by the Department of State's HR Assignments Division.

d. Storage is covered under 14 FAM 620.

14 FAM 611.6-2 Personally Owned Firearms and Ammunition

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service and Civil Service)

a. It is the responsibility of each employee to consult with the post report and/or

the post management officer to determine the restrictions and limitations, if any, that are placed upon the shipment of personally owned firearms or ammunition into the country of assignment. The post report will include the prescribed procedures that must be complied with under host-country regulations when firearms and ammunition may be imported (see 2 FAM 170). When post reports are not available, the employee, before initiating shipment of firearms or ammunition, must secure in writing authorization and approval from the chief of the diplomatic mission, or designated representative.

b. The Department of State will not ship ammunition as part of an employee's effects. Ammunition, a hazardous cargo, requires special handling and labeling. The employee should directly ship ammunition separately and consign it to an import handler.

c. When an employee transfers directly without a Washington, DC assignment from one post to another post where fewer, or no, firearms are authorized, the employee must send the excess, or all, firearms back to the United States in accordance with regulations governing the importation of firearms and ammunition. (See 14 FAM 618.5 for more information on shipping firearms and ammunition.)

14 FAM 612 AUTHORIZED EXPENSES

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Authorized expenses in connection with shipment of effects include the following (see 14 FAM 618):

(1) Packing, crating, unpacking, and necessary incidental cartage, including construction or purchase of necessary wooden containers;

(2) Hire of lift vans (but not transportation of, or import or export duties on, empty lift vans);

(3) Transportation of empty lift vans or shipping containers to or from the facilities of the owner or owner's agent, when such lift vans or containers are furnished without charge by steamship lines, railroads, airlines, military installations, etc., for the movement of effects;

(4) Freight by any type of carrier, including air if specifically authorized or more economical or advantageous to the U.S. Government;

(5) Transshipment and handling charges, tonnage fees, cartage and storage en route, unavoidable demurrage charges (compensation paid for detention of freight or other cargo during loading and unloading beyond the scheduled time of departure), and all similar expenses incidental to direct shipment, but not import or export duties;

(6) Services of customs brokers when the foreign establishment or U.S. Despatch Agency cannot make the customs entry;

(7) Cartage at destination from the shipping terminal to the residence or place of unpacking and thence to the residence; or, when the effects are stored at U.S. Government expense, from the shipping terminal to the place of storage and thence to the residence;

(8) General average contributions in connection with losses at sea (see 5 U.S.C. 5732); and

(9) Other miscellaneous expenses, not enumerated here, may be allowed when necessarily incurred in connection with the shipment of effects.

14 FAM 612.1 Unpacking and Hauling Services

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Receiving posts pay for local costs incurred for receiving, handling, and unpacking pack-and-crate shipments. Through bill-of-lading shipments specify that all arrangements and payments with respect to customs documentation, packing, unpacking, local drayage (transport), and other related services will be handled by the carrier. Therefore, posts should merely inspect such shipments closely to determine that the carrier provided the services agreed upon. Posts should exercise particular care to make certain that when receiving through bill-of-lading shipments they make no payments for services rendered in connection with these shipments.

14 FAM 612.2 Shipment Terminating Abroad

14 FAM 612.2-1 Shipment Arrangement and Payment

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Normally, the post will arrange for the unpacking and hauling of effects for delivery to the employee's residence, and will arrange for the payment of costs by the fiscal office for the post.

14 FAM 612.2-2 Reweighing Inbound Shipments

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. If the post has reason to believe that the stated weight of an inbound shipment

of household effects or unaccompanied air baggage is too high, a contractor should re-weigh the shipment upon its arrival at the post. In such cases, re-weighing provides an excellent opportunity to protect the Department or Agency from paying overcharges for packing and transportation services based on net and gross weights that prove to be incorrect. When the shipment exceeds the employee's allowance, correct re-weighing procedures are especially beneficial to the employee, who would otherwise be required to pay excess charges.

b. At the time of receipt, each lift van should be weighed separately on the most accurate scale available to establish its gross weight. Following delivery and unpacking of the household effects, the lift van and any blocking and bracing material should be reweighed on the same scale to obtain the tare (empty) weight of the lift van. The gross weight less the tare weight will establish the actual net weight of the household effects as defined in 14 FAM 511.3. Cartons and wrapping or padding material should not be included as part of the tare weight of the lift van. As stated in 14 FAM 511.3, the weight of these items is part of the net weight of the household effects shipment. A weight ticket should be stamped by the weighing machine or completed by the contractor showing the gross, tare, and net weights.

c. When inbound household effects or unaccompanied air baggage (UAB) shipments are re-weighed and the ticketed vice actual gross or net weight is found to be significantly higher, the shipping post must be notified of all details (including the re-weighing tickets) in order to undertake corrective measures with the contractor or carrier. If the shipment originated in the United States, the receiving post should notify the particular department or agency transportation office.

d. When a UAB shipment in excess of the employee's allowance arrives at post, the contractor should reweigh it at the air carrier's terminal at time of pick-up. The air carrier's scale will probably be the most accurate and accessible for reweighing the baggage shipment. If the weight of the UAB shipment differs from the weight shown on the air waybill, the delivering airline should note the correct weight before the receiving post takes possession of the baggage. The receiving post can then notify the origin transportation office regarding the discrepancy for follow up.

14 FAM 612.3 Employee Responsibilities for Excess Transportation Costs

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Employees are responsible for any transportation, demurrage, storage, customs cartage, or other costs incurred by them or their agents which are not

authorized by laws and regulations governing the shipment of effects or unaccompanied air baggage (UAB) at U.S. Government expense. In particular, when transferring between posts, employees should be aware of the combined shipment and storage of effects allowance established at the statutory limit of 8,156 kilograms or 18,000 pounds, net weight, for each employee, regardless of family status (see 14 FAM 613.1). Transferring employees should advise the losing post of the weight of any household effects (HHE) held in storage prior to pack-out and before additional shipments are forwarded, and accept their personal and sole responsibility to pay the cost of any shipments that thereby exceed the combined 18,000 pound limit. Employees may check the weights of items held in storage at any time via the Web or by e-mail to TransportationQuery@state.gov.

b. HHE may be shipped at U.S. Government expense to and from points listed on the employee's travel authorization, from authorized points of storage to onward post, and from post to authorized point of storage. Any other shipments to alternate destinations, or from alternate origins, will be made on a cost-constructive basis, with the employee paying any excess costs. When possible, the transportation office should advise the employee of excess transportation charges before effects are shipped. The employee should pay any such excess transportation charges to the transportation office at this time.

c. UAB may be shipped cost constructively between points other than those authorized (i.e., if its routing does not match the employee's actual travel itinerary), based on actual weight shipped, but not in excess of actual costs which would have been incurred had the shipment been made between authorized points of origin and destination. (See 14 FAM Exhibit 613.3.)

d. HHE shipment excess transportation costs are computed on the basis of the ratio of the excess net weight to the total net weight allowed for the specific post. Appropriate excess cost to be paid by the employee will include excess packing/trucking charges at origin, excess delivery/unpacking charges at destination, and ocean/port charges as applicable. (See 14 FAM Exhibit 614.5 for a cost example.) Contact your transportation counselor for specific costs.

e. The net weight of any effects which become a total loss in transit due to military action, theft, fire, shipwreck, or other causes is not charged against the employee's weight allowance. Subsequent shipment may be made, equal to the weight of the lost or totally damaged effects, without excess transportation costs being charged to the employee.

f. **State and Commerce only**: The cost of shipping household effects for storage to an authorized storage point (see 14 FAM 624) may not be used as the basis for a constructive cost shipment of the effects to an alternate destination. In certain circumstances, exceptions to this regulation may be granted in accordance with 14 FAM 514.

14 FAM 612.3-1 Employee Actions

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Employees should know their shipment limitations and the net weights involved. As a guide for estimating weight in future shipments, they should maintain personal records of each shipment's weight, including shipments designated for storage. Whenever possible, the employee should obtain a written estimate of the net weight of effects from the packing company.

b. Employees or their agents should furnish shipping and storage maximum weights and written instructions concerning articles to the packer or carrier and to the shipping office of the losing post. Packers should not fail to contact the employee for disposition instructions in the event effects exceed the weights specified. Employees should obtain written acknowledgment of their instructions. Failure to put instructions in writing will seriously jeopardize an employee's case if an excess shipment occurs and documentary evidence of instructions must be presented.

14 FAM 612.3-2 Estimating Weights

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The 14 FAM Exhibit 612.3-2 is a guide to assist employees in estimating the net weight of their effects prior to packing. This exhibit lists the household effects that generally comprise the majority of articles used to furnish a residence. An estimated net weight for fragile articles, which normally requires preliminary packing before removal from the residence, includes packing and crating materials (see 14 FAM 511.3).

b. Furniture is variable in size and weight. Employees should exercise care in utilizing the list in 14 FAM Exhibit 612.3-2 to estimate the net weight of their effects. The figures furnished represent average weights and serve as a guide. Regardless of the estimated net weight arrived at by the use of this list, the actual net weight of the effects shipped or stored will be charged against an employee's authorized weight allowance.

c. The average cubic feet per piece is furnished as an indication of the size of the article for which the weight is shown. As a general rule, 112 kilograms per cubic meter or 7 pounds per cubic foot may be used to estimate the net weight of the articles not listed. The net weight of effects shipped or stored is determined by weighing the effects on scales at the point of origin or destination, if possible. When the effects cannot be weighed before or after shipment, the net weight is determined on the basis of two thirds of the gross weight of the shipment (including gross packing and shipping materials). If the

shipment cannot be weighed, net weight is determined on the basis of 96 kilograms per cubic meter or 6 pounds per cubic foot measurement of the outside dimensions of the effects packed for export. When shipment is made by household goods motor van; and scales are not available at point of origin, at any point en route, or at destination, a constructive weight based on 112 kilograms per cubic meter or 7 pounds per cubic foot of properly loaded van space may be used.

14 FAM 612.3-3 Overweight and Cost-Constructive Household Effects (HHE)/Unaccompanied Air Baggage (UAB) Shipments from Post

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. All shipments are made by authorized weight allowance for each employee, whether for HHE or UAB. If a shipment is known to be in excess of the allowance, it is not to be forwarded by the originating post until the employee is notified of the excess weight, is informed of the difference to be paid for the cost of shipping, and is told which options may be exercised.

b. There are two options, listed below. The shipment should be forwarded to the authorized destination, once the employee has exercised either option concerning the excess and has made payment to the post cashier:

   (1) The employee must pay the post cashier for the cost of shipping the excess weight; or

   (2) The employee may elect to identify items by inventory number and description for removal and/or placement into HHE or storage shipment. At the employee's expense, shipment can be made to the authorized storage point, unless the employee is being transferred to Washington, DC where storage would not be authorized.

c. Any costs incurred above the amount left with the post cashier will be applied towards the employee's payment. This would be the case for shipments that are initiated by other than the originating post. The employee is responsible for all costs resulting from excess weight and/or any HHE or UAB shipped on a cost-constructive basis, in accordance with 14 FAM 612.3 from locations other than those authorized in the travel authorization.

d. Posts should inform and caution transferring employees that when authorized weight allowances —including amounts held in storage—are exceeded, the employee will be responsible for all resulting costs if HHE or UAB shipments are made from other than the post of origin. This applies to excess weight and/or HHE or UAB shipped, in accordance with 14 FAM 612.3 on a cost-constructive basis, from locations other than those specified in the travel authorization.

e. Excess weight cannot be placed into another employee's HHE or UAB shipment to avoid overweight charges.

f. HHE and UAB, either within or over the employee's weight allowance, may not be sent through the diplomatic pouch (classified or unclassified), military postal service (APO/FPO), or diplomatic post office (DPO). (See 14 FAM 742.4-1.)

14 FAM 612.3-4 Loss of or Damage to Effects

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. In instances where the HHE, POV, or UAB of an employee may be lost or damaged in shipment, the post will advise and assist the employee in making proper written notification of the employee's intent to file a claim for the loss, damage, or nonreceipt of the effects. A notice of intent must be submitted to the claims office within 75 days of receipt, or nonreceipt of the effects. In addition, the post will assist the employee in obtaining the necessary documentation, such as bills-of-lading and receiving reports, to accompany the employee's claim. The post's claims assistance officer will provide necessary guidance in accordance with 14 FAM 640 (USAID ADS 521; for Commerce see DAO 203-17).

b. When loss or damage is clearly attributable to faulty or improper packing, the post which initiated the shipment should be notified promptly and be given specific information about errors or inadequacies.

c. Although employees may obtain some financial relief through the general average provision (see 5 U.S.C. 5732), recovery from carriers, and the Military Personnel and Civilian Employees Claims Act of 1964 (20 CFR 429.201), as amended, it is advisable for them to obtain personal insurance prior to shipment in an amount sufficient to provide maximum recovery for lost or damaged personal property.

14 FAM 613 SHIPMENT AND STORAGE WEIGHT ALLOWANCE

14 FAM 613.1 Shipment and Storage Weight Allowance

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Initial allowance:

(1) The combined shipment and storage of effects allowance has been

established at the statutory limit of 8,156 kilograms or 18,000 pounds, net weight, for each employee, regardless of family status;

(2) The limited shipment allowance is set at 3,265 kilograms or 7,200 pounds net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment (8,156 kilograms or 18,000 pounds) when post provides adequate furnishings. An employee assigned from one limited shipment post to another limited shipment post may ship up to 7,200 pounds in any combination that does not exceed the 7,200 net pounds from the old post to the new post, from the old post to the authorized storage location, or from the authorized storage location to the new post;

(3) A special shipment allowance of less than 7,200 pounds, net weight, applies for certain posts with limited facilities, 1-year tours, unaccompanied status, or other special circumstances. See the periodic memorandum entitled "Posts with Special Shipment Allowances for Post Assignment Travel" maintained by the Department of State's HR Assignments Division;

(4) The limited shipment allowance for a chief of mission (COM) is set at 5443 kilograms or 12,000 pounds, net weight. Up to 1,000 pounds of the 12,000 pound HHE allowance may be shipped to post via air in order to accommodate representational items required immediately upon arrival at post; the remaining 11,000 pounds of HHE is shipped via the normal transportation method for the post. Upon departure from post, the entire 12,000 pound entitlement will be shipped via the normal shipping method. If the COM's HHE shipping weight entitlement to the onward assignment is less than 12,000 net pounds, the HHE weight balance (not in excess of the regulatory 18,000 pound limitation) may be placed into permanent storage (see 14 FAM Exhibit 621); and

(5) These weight allowances are not reduced when an employee ships excess luggage, unaccompanied air baggage, and/or a motor vehicle pursuant to 14 FAM 613.3 and 14 FAM 615. However, the weight of automotive replacement spare parts or supplies such as tires, motor oil, windshield wiper fluid, batteries, and any other accessories is chargeable against the total weight allowance (see 14 FAM 612.3-4 regarding loss of effects).

b. Change in allowance:

(1) If an employee's household effects weight allowance is reduced through revision of shipping weight allowances while the employee is abroad, the employee's next authorization for shipment of effects will provide for shipment of the difference between the previously authorized and present weight allowance to the authorized storage point as designated in 14 FAM 622. When a U.S. assignment immediately follows an assignment to a limited shipment post, the weight of effects that were authorized to be shipped to that post may be returned to the United States;

(2) If the employee wishes to ship the former higher weight allowance to the next post, prompt application should be made to the appropriate agency's Committee on Exceptions. Such requests will be reviewed on an expeditious basis;

(3) The weight that may be shipped from the current post to the next foreign assignment is determined by the weight entitlement at the gaining post:

(a) If an employee is assigned from a limited post or special post to an unlimited post, the weight entitlement, including amounts held in storage, is 18,000 pounds to the new post; or

(b) If an employee is assigned from an unlimited post to a limited post, the shipping weight entitlement is 7,200 pounds; and

(c) If an employee is assigned from an unlimited post or a limited post to a special post, the shipping weight entitlement is the weight listed in the periodic memorandum entitled "Posts with Special Shipment Allowances for Post Assignment Travel" maintained by HR's Assignments Division; and

(4) The exception to this is when the next assignment is to the United States, in which case, the weight entitlement is always determined by the weight entitlement at the current post, as of the date of the employee's transfer orders.

14 FAM 613.2 Change in Family Status

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When a change in family status occurs which would authorize the shipment of household effects, the effects may be shipped either from employee's former post or the United States to employee's current post of assignment.

b. For State and Commerce only: Officers assigned to domestic tours do not qualify for shipment of effects for an eligible family member (EFM) acquired during the domestic tours.

14 FAM 613.3 Unaccompanied Air Baggage (UAB)

14 FAM 613.3-1 Unaccompanied Air Baggage (UAB) Authorization and Weight Allowance

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. An unaccompanied air baggage weight allowance for employees and their

eligible family members authorized to travel is granted according to the following schedule unless otherwise prohibited by regulations:

Gross Weight	Kilograms	Pounds
First person traveling	113	250
Second person traveling	91	200
Third person traveling	68	150
Fourth or more persons traveling	45	100

b. The unaccompanied air baggage weight allowance is in addition to the household effects weight allowance shown in 14 FAM 613.1. Unaccompanied air baggage is shipped as airfreight by the most direct route between authorized points of origin and destination, regardless of the modes of travel of the employee and EFMs.

c. Unaccompanied air baggage is considered to be personal belongings needed immediately by the traveler upon arrival at his or her destination. Therefore, the transportation of unaccompanied baggage must be initiated promptly, preferably in advance of the traveler's departure. Shipment of UAB must be initiated within 30 days of the last traveler's arrival at the final destination. Unaccompanied baggage shipped from the losing post is limited to the traveler's unaccompanied baggage weight authorization. Unaccompanied baggage shipped to the gaining post is limited to the traveler's unaccompanied baggage weight authorization.

d. Unaccompanied air baggage is not authorized for TDY travel unless specifically authorized in the travel authorization or when such TDY travel is in conjunction with travel on direct transfer, home leave, or home leave and transfer, in which case unaccompanied baggage may be shipped between points specified in such authorization.

e. The UAB weight allowance is not applicable for a newborn child when an employee is granted a layette weight allowance in accordance with 14 FAM 613.4. In such cases, the normal increase in the unaccompanied baggage allowance will be effective when the next travel authorization is issued and authorizes travel of the family.

f. Unaccompanied air baggage is authorized for travel against the involuntary or voluntary separate maintenance allowance (SMA) travel authorization.

g. Unaccompanied air baggage is authorized for travel against the separate maintenance allowance (SMA) travel authorization.

h. Packed items of air freight may not exceed the following standard measurements and weights: 0.424 cubic meters or 15 cubic feet; 1.524 meters or 60 linear inches; or 90.90 kilograms or 200 pounds per carton.

i. For shipment of UAB on a cost-constructive basis, (see 14 FAM 612.3, paragraph c, and 14 FAM Exhibit 613.3).

14 FAM 613.3-2 Recommended Unaccompanied Air Baggage (UAB)

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. For the unaccompanied air baggage (UAB) shipment, the employee should consider only those items that will be required immediately upon arrival, such as clothing, toiletries, pots, pans, unbreakable dishes, sheets, blankets, and essential light housekeeping articles. Airfreight is not meant to include large household items such as furniture, room-sized rugs, TV sets, major appliances, or any item that exceed the standard measurements and weights: 0.424 cubic meters or 15 cubic feet; 1.524 meters or 60 linear inches; 90.90 kilograms or 200 pounds per carton. Fragile items, which may be damaged by rough loading and unloading, should not be sent by airfreight.

b. UAB shipments are measured by gross weight. Gross weight is the net weight of the shipment plus any outside containers and bracing required by the packers or airlines. It is recommended that 5-10 pounds per box in the UAB be allowed for this purpose. If the weight limit is exceeded, the employee must resolve the overweight problem or pay for the excess before the shipment will be moved.

c. Unaccompanied air baggage is a separate allowance from HHE shipping and storage. Any unused airfreight weight cannot be added to the household effects (HHE) shipment and storage allowance.

14 FAM 613.4 Shipment of a Layette

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. A separate and distinct air freight weight allowance for the shipment of a layette may be authorized in an amount not to exceed 113 kgs. or 250 lbs. gross weight for a newborn infant or adopted child less than 5 years of age who is an eligible family member of an employee assigned to a post (and who has arrived at the post) where suitable layettes are unavailable locally and must be obtained in the United States or elsewhere.

b. A layette for the purposes of this weight allowance must be considered to consist of clothing, blankets, and other items of equipment and furnishings directly related to the care and feeding of a child (for example, crib, baby chair, playpen, car seat, etc.). Foodstuffs with the exception of milk, formula, and

commercial baby food may not be shipped under this allowance.

c. An air shipment may commence 120 days before the expected birth, but no later than 60 days after the birth of a child. For an adopted child, an air shipment should commence no later than 60 days after the adoption. The time limitations specified in 14 FAM 584.2 are not applicable to this allowance. On subsequent travel involving authorization for transportation of air freight, the family and new child will receive weight allowances as set forth in 14 FAM 613.3.

d. Travel authorizations for State Department personnel may be amended to include authorization for the layette shipment. The request for amendment should be cabled to the attention of HR/EX/ASU certifying that the post has determined suitable layettes are not available locally (see 14 FAM 523.2-1, subparagraph f(2)(e)).

e. Layette shipments for Commerce should be sent to USFCS/OIO/OFSHR.

f. Layette shipments for BBG should be sent by the traveler to his or her Washington, DC headquarters office.

14 FAM 613.5 Alcoholic Beverages

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see 14 FAM 618.3).

14 FAM 613.6 Shipping Consumables

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When the Office of Allowances (A/OPR/ALS) designates a post as one at which conditions make it difficult to obtain locally the consumables required by employees and their eligible family members, an authorizing officer must authorize a separate weight allowance for the shipment of consumables, in addition to the HHE weight allowance. Posts with consumables shipments authorized are listed in the Consumables List Alphabetically by Post on the A/OPR/ALS Web site: Office of Allowances.

b. The weight allowance for shipment of consumables has been established at 1,134 kilograms or 2,500 net pounds for a 2-year tour and 1,701 kilograms or 3,750 net pounds for a 3-year tour for each employee, regardless of family status. Some posts with 1-year tours have a lower weight allowance for shipment of consumables: See the periodic memorandum entitled "Posts with

Special Shipment Allowances for Post Assignment Travel" maintained by the Department of State's HR Assignments Division.

c. The employee will have one of the following consumable weight allowances on the initial orders and time limitations:

   (1) Weight allowance for a 2-year tour will be 1,134 kilograms or 2,500 net pounds and there will be a 1-year time limitation from the date of arrival at post within which to initiate shipment against this weight allowance;

   (2) Weight allowance or a 3-year tour will be 1,701 kilograms or 3,750 net pounds with a 2-year time limitation from the date of arrival at post within which to initiate shipment against this allowance; or

   (3) The above 1- and 2-year time limitations may be extended with full justification. Request for extension and amendment to the assignment orders must be approved by the appropriate authorizing official in advance of any shipment.

d. Perishable or frozen foods may not be contained in a consumables shipment.

e. An additional weight allowance must be provided under the following conditions:

   (1) With each 6-month extension an employee will be authorized an additional shipment of 284 kilograms or 625 net pounds. Shipment is to be initiated within 30 days of the beginning of the extension (the request for an extension will also serve as the request that the original travel orders be amended to increase original weight allowance);

   (2) With a 1-year extension each employee will be authorized an additional 568 kilograms or 1,250 net pounds. Shipment is to be initiated within 60 days of the beginning of the extension;

   (3) A second 2- or 3-year tour at post will entitle the employees to a full second consumables weight allowance. Shipment is to be initiated within 1 or 2 years respectively, of the beginning of the new tour of duty; and

   (4) For additional consumables weight allowances at selected special shipment posts, see the periodic memorandum entitled "Posts with Special Shipment Allowances for Post Assignment Travel" maintained by the Department of State's HR Assignments Division.

14 FAM 613.6-1 Criteria for Consumables

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The intent of the consumables weight allowance is to recognize the extreme conditions at specific posts and to provide employees with adequate consumables.

b. In order for a post to be designated as a "consumables post," a post must have limited availability of consumables with items being extremely difficult to obtain locally; cannot be obtained from the closest source of supply such as a neighboring country; locally available goods are of substandard quality; host-government importation policies severely restrict or prohibit import of consumables; or there is no means of establishing group orders or the size of the mission is too small to support a commissary or group order; e.g., goods cannot be shipped in sufficient quantity to meet minimum shipping requirements.

c. The Office of Allowances (A/OPR/ALS) review and decision will be based on the most recent Post Consumables Survey (Form DS-267-A) which posts submit to A/OPR/ALS. Surveys must be certified as accurate, complete, and current by the person primarily responsible for coordination and preparation of the report.

14 FAM 613.6-2 Justification

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. All consumables weight allowance posts are required to submit a new justification every 2 years. For justification renewals, Post Consumables Surveys (Form DS-267-A) are to be forwarded to the Office of Allowances, A/OPR/ALS, based on the Post Differential Questionnaire reporting schedule found in the Department of State Standardized Regulations (DSSR) Section 920. A/OPR/ALS will send a courtesy reminder to post.

b. A post may submit a new justification for review at any time that conditions at the post change.

c. An employee assigned to a consumables post is not affected if the post is deleted from the list of designated posts (see A/OPR/ALS). When a post is added to that list, all employees with more than 1 year remaining in the tour of duty will qualify for a consumables weight allowance.

NOTE: An employee is considered assigned to a consumables post for purposes of 14 FAM 611.5 and 14 FAM 613.6 once that employee has been paneled and an official assignment has been made.

14 FAM 613.7 Unaccompanied Air Baggage (UAB)/Household Effects (HHE) under a Separate Maintenance Allowance (SMA)

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Transportation of household effects/unaccompanied air baggage (HHE/UAB) is authorized when family members are eligible to receive a Separate Maintenance Allowance (SMA) grant under the Standardized Regulations (SR), Section 260, subject to the rules below.

b. U.S. origin point HHE/UAB: Upon the approval of an employee's initial election of SMA when transferring from the United States to a foreign post of assignment, HHE/UAB may only be shipped if the authorized SMA location is different from the employee's point of origin. Shipping weight to the SMA point combined with the weight of employee's shipment to a new assignment and the amount in storage may not exceed the combined, authorized shipping and storage allowance(s) permitted in the employee's travel authorization.

c. HHE/UAB transfers between foreign locations. Upon approval of the initial election of SMA when an employee is transferring between foreign posts, HHE/UAB may be shipped from the losing post to the authorized SMA location in the United States. If the initial election is for the family members to travel to the new post from an authorized SMA location, HHE/UAB may be shipped from the location in the United States to the gaining post. The total shipping weights must not exceed the employee's authorized HHE/UAB weight allowance. When an alternate SMA location is selected in a foreign location for family member(s) the employee is responsible for paying any excess transportation of HHE/UAB charges on a cost-constructive basis from the authorized SMA point. When the SMA grant of the family member(s) terminates in a foreign country due to an employee's subsequent foreign assignment, the employee will be responsible for paying any additional costs to the onward location.

d. HHE during tour of duty at post:

   (1) When SMA is approved during a tour of duty at a foreign post, HHE may be shipped from post to the authorized SMA location. Weight of effects shipped to the SMA location and at the end of the tour may not exceed the employee's shipment allowance for that post of assignment; and

   (2) When the SMA grant terminates during a tour of duty at a foreign post, HHE may be shipped from the authorized SMA location in the United States to post up to the employee's remaining shipment allowance.

e. If the employee elects SMA at the time of transfer to a limited shipment (furnished quarters) post from a full shipment (unfurnished quarters) post, shipment of HHE to the authorized SMA point is not restricted to the limited

shipment allowance. All shipments combined, including any amounts in continuing storage, must not exceed the limits established in 14 FAM 613.1. Employees' liabilities are established in 14 FAM 612.3.

14 FAM 614 PROCESSING SHIPMENTS OF HOUSEHOLD AND PERSONAL EFFECTS

14 FAM 614.1 Through Shipments

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Whenever money can be saved by doing so, ship effects on a through bill of lading rather than to an intermediate point for transshipment.

14 FAM 614.2 Shipments of Effects from United States

14 FAM 614.2-1 Surface Shipments

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. U.S. Despatch Agencies will forward HHE to be shipped by surface from the United States, by other than residence-to-residence movements, to Foreign Service posts. Transportation offices of the State Department and USAID issue transportation service requests (TSRs) or packing authorizations. These TSRs allow packers in the United States (contract and noncontract) to pack and pick up HHE shipments from the employee's residence or vendors, and load the HHE into wooden lift vans that meet Department specifications. These lift vans become the property of the U.S. Government. Transportation offices are responsible for ensuring that export HHE shipments are made available in a timely manner, and that the appropriate U.S. Despatch Agent is utilized for moving the shipment to post. The various agency transportation offices monitor and control the shipment until it is in the hands of the Despatch Agency. The U.S. Despatch Agency receives and books the HHE shipment on a vessel.

b. Until the shipment is loaded aboard and sails, the U.S. Despatch Agent is not to be contacted for status reports of HHE shipments. Instead, the post or mission abroad should request status reports from the appropriate agency transportation office, unless the Department has been authorized on behalf of an agency to issue a TSR or packing authorization.

c. When status is required for the shipment of a privately owned vehicle (POV),

posts and missions abroad should inquire directly of the U.S. Despatch Agency to which the employee submitted the automobile shipping form.

14 FAM 614.2-2 Outside Washington, DC Area

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

For employee shipments originating in localities more than 50 miles from Washington, DC, the Department will select a firm to export-pack, store, and provide related services in the locality.

14 FAM 614.2-3 In Washington, DC Area

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The employee should notify the Department or respective Agency each time service is required in connection with the transportation or storage of personal or household effects located in the Washington, DC area. This includes effects or purchases made subsequent to the initial shipment (see 14 FAM 611.6 on supplemental shipments). Employees should not make arrangements with commercial firms for performance of services in connection with such effects until they have obtained instructions from their agency's transportation office:

   (1) **Departments of State and Commerce**: Travel and Transportation Management Division (A/LM/OPS/TTM); and

   (2) **USAID**: Travel and Transportation Management Division (M/SER/MO/TTM).

b. When the Department has contracts or price arrangements with designated packers, forwarders, carriers, or other firms, payment for authorized services performed by those firms is an allowable expense. If other firms are used at the request of employees and pre-approved by the Chief, A/LM/OPS/TTM, they are responsible for all excess costs involved, and must make personal arrangements with the firm or firms selected (14 FAM 618.2). Allowable expenses are limited to actual expenses incurred, not exceeding the amount that the U.S. Government would have paid under its contract or other price arrangements. When two or more firms have been approved to perform a particular service, reimbursable expenses are limited to the average price of the approved firms.

14 FAM 614.2-4 Authorization to Pack and Ship

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

The Department or the Agency will issue the necessary documents to the firm or firms that will perform the required services. Letters of authorization will not be issued to cover preparation for export shipment of newly purchased items that include a markup to cover export packing. Employees must personally pay these charges and submit a reimbursement voucher supported by receipted invoices.

14 FAM 614.2-5 Unaccompanied Air Baggage (UAB) Shipments

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

UAB shipments from the United States are controlled by the transportation office of the employee's agency or State (A/LM/OPS/TTM). If State prepares the documentation for an employee of another agency, a "Telegraphic Notification of Shipment En Route" (14 FAM Exhibit 614.4-3) or via e-mail notification containing the same information, is forwarded by State or the agency's transportation office, to the employee's post of assignment, citing the air waybill number, weight and cube, number of pieces, and UAB airline shipping date (based on information from the packer). If the UAB does not arrive within a time frame determined normal, the GSO at post can initiate tracer action. Requests for status or tracer action should be sent to the transportation office of the employee's agency and not the U.S. Despatch Agency.

14 FAM 614.3 Shipments to Post Handled by European Logistical Support Office (ELSO)

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Shipments originating at one of the U.S. Despatch Agencies and bound for ELSO-serviced posts utilize U.S.-flag steamship companies that normally discharge at the Ports of Rotterdam and Bremerhaven. The U.S.-flag steamship companies then deliver the cargo and containers by truck to their terminals located in Antwerp and Bremen at which point ELSO takes receipt of the shipments. The U.S. Despatch Agent provides ELSO and the destination post with advance shipping information in the form of the "Telegraphic Notification Of Shipment En Route" telegram, packing lists, and shipping documentation. The average transit time between the U.S. East coast until ELSO actually receives the shipment at its facilities ranges between 17 to 20 days.

b. Once a shipment is in its possession, ELSO arranges for the onward movement of the shipment to the consignee. ELSO inspects arriving shipments against the shipping documents to ensure the total number of pieces shipped have actually

arrived. When necessary, ELSO repairs and/or repacks shipments. If applicable, claims are filed with the parties responsible for damages. As soon as shipments are booked, ELSO advises the destination post by a "Telegraphic Notification of Shipment En Route" telegram with shipping details. Posts should immediately notify ELSO of a shipment's arrival or nonarrival to allow ELSO to begin tracing action on missing shipments, make payment of shipping charges, and update and close ELSO shipping files.

c. Destination posts should take into consideration unavoidable delays, (i.e., delayed arrival of carrier, bad weather, inaccessible road transportation, customs problems, etc.), before requesting the status of household and personal effects shipments transiting ELSO. Posts should allow at least 20 days from the actual departure date of the shipment from the United States before asking ELSO about transshipment information.

NOTE: When requesting information for any shipment, posts should refer to either the U.S. Despatch Agent or ELSO shipment number, if known.

14 FAM 614.4 Surface Shipments between Posts

14 FAM 614.4-1 Obtaining Information

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When preparing a surface shipment between posts, the losing post, before initiating shipment, should get specific instructions from the gaining post regarding the following factors:

(1) Limitations of size and weight of shipping containers;

(2) Port of discharge (if destination post is not a port of call);

(3) Marking instruction to be placed on containers;

(4) Suggested routing;

(5) Consignee to be designated on ocean bill of lading; and

(6) Import restrictions, if any, on certain commodities; e.g., alcoholic beverages, firearms, automobiles.

14 FAM 614.4-2 Arranging for Shipment

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When arranging for packing effects, the post should make every effort to protect the employee and the U.S. Government from excess charges by taking the following actions:

(1) Obtain economical and efficient packing services;

(2) Assist the employee in obtaining an accurate estimate of the net weight of employee's effects;

(3) Ascertain that the effects are properly packed in suitable containers of the minimum size, weight, and cubic measurements necessary to ensure their safe arrival at destination;

(4) Determine that the shipment is correctly marked, routed, and forwarded without delay; and

(5) Ensure that a complete and proper inventory is prepared that describes the shipped articles and their condition, and does not include any articles described as "packed by owner (PBO)" or "contents unknown," which will cause delays in customs clearance and may also result in excess costs.

14 FAM 614.4-3 Telegraphic Notification of Shipment En Route

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When an employee's effects and/or privately owned vehicle (POV) are consigned to a U.S. Despatch Agent or to a post, the officer arranging the shipment must immediately prepare a "Telegraphic Notification of Shipment En Route" (14 FAM Exhibit 614.4-3). E-mails containing this same information are also acceptable. A copy of the telegraphic notification should be sent to the gaining post with the following:

(1) The original bill of lading;

(2) Packing list;

(3) Any keys needed for customs inspection;

(4) Consular invoices when required by foreign authorities; and

(5) Any other documents necessary for clearance and forwarding of the shipment.

b. When effects are consigned to a U.S. Despatch Agent for onward shipment to another post, or they transit ELSO, a copy of the "Telegraphic Notification of Shipment En Route" should be sent by the losing post to the receiving post with

an information copy to ELSO or the U.S. Despatch Agency and to the employee's agency transportation office.

c. For shipment forwarding, the "Telegraphic Notification of Shipment En Route" should be included with the packing list and bill of lading for forwarding to the destination post. Receipt of these documents will provide advance notice so that the employee and the post can anticipate the arrival of the shipment and be prepared to handle it without delay.

14 FAM 614.5 Arranging for Export Packing and Transportation Services

14 FAM 614.5-1 Shipment Originating Abroad

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The appropriate administrative personnel of each establishment are responsible for the packing, crating, and shipment of personal and household effects, and for their transportation to storage or to other destinations from posts abroad. When sufficient U.S. Government personnel are not available to perform these services, the services may be obtained by:

(1) The use of small purchase and other simplified purchase procedures under the authority of Federal Acquisition Regulation (FAR) Part 13;

(2) Sealed bidding under the authority of FAR Part 14; or

(3) By negotiation under the authority of FAR Part 15.

b. Posts should establish reasonable service standards for the proper protection of effects to ensure high quality service. Excellent guides for the packing and protection of various articles used in the household are detailed in the Defense Supply Agency's publication “Military Standard Preparation of Household Goods for Shipment and Storage and Related Services” (MIL-STD-212, as amended). This publication has been sent to all posts and should be available for guidance. Except for the substitution of materials not available locally, the packing methods outlined in the publication should be used by the posts in developing their packing specifications.

14 FAM 614.5-2 Establishing Requirements

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The arrangements made for packing and shipping household effects would be influenced by the size of the post, the type of quarters provided, and the

presence of other foreign affairs agencies' programs, which increase the number of persons the post assumes responsibility for servicing.

b. Posts should estimate their packing, crating, and shipping requirements based upon anticipated normal transfer of personnel that will occur during a 12-month period. If the estimated volume of services is expected to exceed $25,000 each year, give consideration to the establishment of an indefinite delivery contract in accordance with FAR (Federal Acquisition Regulation) 16.503 or 16.504. If the estimated volume of services is expected to be $25,000 or less each year, it may be more appropriate to obtain the services (case-by-case) in accordance with one of the small purchase or other simplified purchase procedures set forth in FAR 13.

14 FAM 614.5-3 Competitive Solicitations for Packing, Crating, and Shipping Services

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **Solicitation for services**: Competitive solicitations shall be used to the maximum extent practicable consistent with the requirements of FAR 13.106(b) for small purchases, and FAR 6.1 for procurements estimated to exceed $25,000. Once a post establishes its requirements, it must develop specifications that promote full and open competition, and must prepare a solicitation document that sets forth the responsibilities of the bidders or offerers as well as the resultant contractor. FAR Subparts 13.1, 14.201, and 15.406 provide guidance for the preparation of solicitations.

b. **Ownership of containers**: In the pack-and-crate method, the shipping container and the packing materials furnished by the contractor become the property of the U.S. Government. The destination post takes title and control over the shipping containers, cartons, and packing materials after the shipment is delivered and unpacked. All posts should try to salvage incoming containers received in good condition. The vans originating from Washington, DC, are well-made and designed with removable doors to facilitate their reuse, allowing posts to obtain an appropriate reduction in packing charges by furnishing vans to their contractors. Shipping containers and packing materials used for shipment of effects by the through bill-of-lading method will remain the property of the carrier or its agent.

14 FAM 614.5-4 Determining Cost of Shipping Household Effects by Pack-and-Crate Method

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Pack-and-crate method means that the U.S. Government arranges for the export packing, local transportation, ocean shipment, and other services necessary to deliver effects to the employee's residence at destination.

b. Comparison of a quoted rate and the actual total cost for pack-and-crate shipments to a point will determine which is most advantageous to the U.S. Government. A post must know how to compute the costs of various segments of a movement to determine charges. Posts must consider the following separate service charges when using the pack-and-crate method:

   (1) Packing and preparing effects for shipment;

   (2) Inland freight to loading port;

   (3) Pier handling charges;

   (4) Ocean transportation charges to destination port;

   (5) Charges from discharge post to inland destination; and

   (6) Delivery and unpacking at residence.

c. To properly evaluate costs, the receiving post should obtain current destination charges at Washington, DC or other posts to which through bill-of-lading rates are being considered.

d. The 14 FAM Exhibit 614.5 illustrates the method a post should employ in computing its pack-and-crate costs. The basic information on packing factors and tare ratios should be developed from the post's own records, using the exhibit as a step-by-step instruction. The origin and transportation costs can be easily and accurately determined for comparison with rate quotations of through bill-of-lading carriers.

14 FAM 614.5-5 Through Bill-of-Lading Services

14 FAM 614.5-5(A) Nature of Service

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The International Through U.S. Government Bill-of-Lading (ITGBL) Program is the preferred personal property shipment method and will be used for shipments between posts and the United States and for post to post shipments, except for posts with unique circumstances , such as non-availability of ITGBL

rates, ITGBL rates that are not cost-effective, or reduced or restricted shipping allowances. A/LM and HR/EX, with post input, will document and justify exclusion from ITGBL participation.

b. The program provides all-inclusive shipping services for personal property during a transfer, based on a negotiated price and delivery date under the control and responsibility of a single transportation service provider. It entails only one bill-of-lading and the processing of a single voucher. The ITGBL forwarder or his agent will work directly with the employee for information required on customs documentation for shipments returning to the United States.

c. The charges for this type of shipment are based upon a single factor rate per 100 pounds net weight, subject to a minimum charge for 1000 net pounds for household effects (HHE) and 100 gross pounds for unaccompanied air baggage (UAB). The rates stipulated include the following services:

(1) Conducting a pre-move survey;

(2) Packing at residence, using new ISPM-15 certified lift vans and new packing materials. Loose load directly into ocean containers is not authorized;

(3) Stowing effects into shipping containers;

(4) Transportation of shipment to port of embarkation;

(5) Port clearance, loading, and ocean transportation;

(6) Unloading and customs clearance arrangements at port of debarkation;

(7) Temporary storage;

(8) Hauling to residence at destination; and

(9) Unpacking of effects and placement in residence.

NOTE: Charges for any additional accessorial charges (Storage-in-transit (SIT), specialty crating, special lifting, etc) will be billed as a separate charge.

14 FAM 614.5-5(B) Limitations of Service

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. There are posts where the ITGBL shipment method cannot be used due to post's unique local circumstances, or due to nonavailability of ITGBL rates, ineffective ITGBL rates, or reduced or restricted personal effects shipping allowances. Exclusion from the program requires posts to provide a justification to the Transportation and Travel Management Division (A/LM/OPS/TTM) detailing the service and cost obstacles. The division will then work with commercial industry to overcome the obstacles, excluding the post

from participation until the issue(s) are resolved.

b. ITGBL service is limited to household effects (HHE), consumables (CNS), unaccompanied air baggage (UAB), and privately owned vehicles (POV).

c. The required minimum weight for an ITGBL shipment is 1000 net pounds. This can be HHE only, consumables only, or a combination of HHE, consumables, and unused UAB weight entitlement. The minimum UAB shipment weight is 100 gross pounds.

14 FAM 614.5-5(C) Advantages of Through Bill of Lading

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **Claims** are filed directly with the forwarder. ITGBL service provides full replacement liability for loss or damage up to the maximum liability of $8.50 times the net weight of the shipment or the blue book value of privately owned vehicles (POVs). ITGBL claims are generally settled within 30 days from date of filing with the freight forwarder.

b. **Documents** are issued by the servicing Despatch Agency. Posts are not required to issue any shipping documents.

c. **Lower cost** is generally achieved with the ITGBL for household effects (HHE), and ITGBL is generally the best value when compared to cost of the direct procurement method. This does not mean that it is always the best or most economic method of transporting a particular shipment. The Despatch Agency servicing a post will carefully compare ITGBL and direct-procurement method rates to determine best value to the U.S. Government. In addition, A/LM/OPS/TTM/TM will monitor transportation lanes to ensure use of cost effective shipping methods and will recommend changes accordingly.

d. **Overseas local agents** are solicited annually in February by the Transportation and Travel Management Division of the Office of Logistics Management (A/LM/OPS/TTM). TTM will ask posts to provide a minimum of three (if available) preferred local transportation service providers or agents that can provide packing/ and unpacking services on behalf of a forwarder. Local destination agents selected by post need not be under contract to be used under the ITGBL program. All ITGBL forwarders must submit their tender offers based on using post's list of recommended local transportation service providers or agents. Posts should send their list preferred local transportation providers or agents in order of preference to A/LM/OPS/TTM/TM via cable, or by e-mail to TransportationQuery@state.gov or by fax at (202) 663-0981 attn: ITGBL Coordinator.

e. **Quality control** oversight of the quality of packing and unpacking services is managed by post through involvement in selecting the local transportation service providers or agents. Local transportation service providers or agents

who provide poor service can be removed from the local pool as necessary. Removals must be coordinated prior to removal with the ITGBL coordinator in A/LM/OPS/TTM/TM.

f. **Web site** tracking of shipments is available through ILMS status tracking, or using "Where is my shipment?" available at or using the forwarder's tracking Web site (password controlled) that is provided by the forwarder to each relocating employee.

g. **En route** Notices via e-mail to post are issued by both the forwarder and the Department.

h. **Payments** to local transportation providers or agents are handled by the forwarder, reducing paperwork at post.

14 FAM 614.5-5(D) Mechanics of the Through Bill-of-Lading Program

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Once enrolled in the ITGBL program, posts must contact the servicing Despatch Agency listed in 14 FAM 614.5 to request booking for an ITGBL shipment.

b. For pack outs from post to the United States or post-to-post GSO must provide the following information to the Despatch Agency:

(1) Employee name;

(2) Date(s) of packout(s);

(3) Type of shipment (HHE, UAB, CNS, POV);

(4) Address where packout will take place;

(5) Destination delivery address, including a phone number and commercial e-mail address for the employee; and

(6) A valid travel authorization with funding information.

c. Employee must coordinate with the ITGBL forwarder to provide data for U.S. Customs forms or supplemental shipment forms for household effects or UAB shipments. POV shipments will require the employee to complete a Form JF-49, Vehicle Shipment, for the forwarder and provide a front-and-back copy of the title or other document to prove ownership.

d. The servicing Despatch Agency will:

(1) Book shipment with forwarder;

(2) Provide post with shipping details;

(3) Provide origin agent's name;

(4) Provide destination agent's name;

(5) Provide in-transit agent's name;

(6) Enter information in the Integrated Logistics Management System (ILMS);

(7) Produce and audit the U.S. Government bill-of-lading (GBL);

(8) Track shipment; and

(9) Approve/disapprove accessorial services requests. (See 14 FAM 611.6 for limitations on such requests.)

e. For pack outs from the United States to post, the forwarder's selection is fully automated based on best rates and performance. The employee's Washington, DC based transportation counselor issues the U.S. Government bill-of-lading (GBL) and performs the same functions as the Despatch Agency in paragraph c of this section.

14 FAM 614.5-5(E) Through Bill-of-Lading Despatch Agency Support

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

For assistance with any questions concerning the International Through U.S. Government bill-of-lading (ITGBL) program, please contact the Despatch Agency office supporting your geographic region. Consult the table below.

Despatch Agency Contacts		
Despatch European Logistical Support Office (ELSO) handles ITGBL shipments from Europe (EUR), Africa (AF), Near East (NEA), and the following posts in South and Central Asia ((SCA): Tajikistan, Turkmenistan, Uzbekistan, Kyrgyzstan, Kazakhstan) and from post-to-post in these regions.		
Office	**Phone**	**E-mail**
European Logistical Support Office (ELSO)	32-3-540-2011	Despatch_Agency_ELSO@state.gov
Fax	32-3-540-2040	
DA Seattle handles ITGBL shipments from the following posts in South and Central Asia ((SCA): Afghanistan, Pakistan, Bangladesh, Bhutan, India, Maldives, Nepal and Sri Lanka), East Asia and Pacific (EAP), and Vladivostok.		
Office	**Phone**	**E-mail**
Despatch Agency, Seattle	(206) 764-3805	Despatch_Agency_Seattle@state.gov
Fax	(206)	

	764-6660	
Despatch Miami: Supporting Caribbean, Central and South America (not Mexico)		
Office	**Phone**	**E-mail**
Despatch Agency, Miami	(305) 640-4574	Despatch_Agency_Miami@state.gov
Fax	(305) 715-3502	
DA Brownsville: Supporting Mexico posts		
Office	**Phone**	**E-mail**
U.S. Logistics Center, Brownsville	(956) 982-3916	DespatchAgencyUSLCBrowsnville@state.gov
Fax	(956) 982-6832	
DA DC handles all outbound ITGBL shipments from the United States as well as shipments from the United States to Canada and Mexico and all domestic U.S. shipments.		
All other ITGBL questions to Transportation Management Branch		
Office	**Phone**	**E-mail**
ITGBL Coordinators	(202) 647-4901	TransportationQuery@state.gov
Fax	(202) 647-5396	

14 FAM 614.5-6 Inspect Packing at Post

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The general services officer (GSO) should arrange to inspect the packing performance of all firms used by the post, whether the through bill-of-lading service or the pack-and-crate method is used. The GSO should examine all work to be certain that it is performed in accordance with the standards prescribed by the post. The GSO should pay particular attention to the following:

(1) **Packing**: Check to be sure that good quality packing materials and

protection are used in the packing of the effects;

(2) **Inventory**: Ensure that a complete and proper inventory is prepared for ITGBL and DPM HHE, UAB and consumables shipments. The inventory must describe the shipped articles and their condition, and cannot include any articles described as "packed by owner (PBO) or "contents unknown." Such descriptions flag shipments for close inspection by U.S. Customs, TSA officials, Department of Agriculture inspectors, or foreign government customs officials who all have the authority to delay a shipment pending determination of the shipment contents. Contracts and tenders initiated by posts should also include a prohibition against "packed by owner (PBO)" and "contents unknown" descriptions for all ITGBL and DPM HHE, UAB and consumables shipments;

(3) **Shipping container**: Determine that the shipping container is well made, properly lined with a waterproof barrier, and sturdy enough to provide adequate protection to the shipment. Do not use a container too large for the effects; and

(4) **Loading**: Be certain that effects are properly stowed and distributed within the container.

b. All space between cartons and pieces in the shipment should be filled by the insertion of cushioning material or dunnage to keep the load tight and to prevent it from shifting within the container. Heavy items should be placed on or near the floor of the lift van, not placed on top of lightweight and/or easily crushed items.

14 FAM 614.6 Shipping Effects to United States

14 FAM 614.6-1 Surface Shipments Other than Residence-to-Residence Movements

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The U.S. Despatch Agent must arrange for clearance through U.S. Customs for HHE shipments. Clearance will only be made for those shipments which conform to regulations. After clearance processes are completed, shipments will be forwarded to an approved inbound contractor for Washington, DC or a firm selected by the transportation office of the employee's agency. It is the employee's responsibility to contact his or her agency's transportation office to determine the name, address, and phone number of the packing firm receiving the inbound HHE shipment, and to contact the firm for arranging a date and time to deliver and unpack the HHE shipment.

b. The GSO at the originating post should ensure that the following actions are

taken:

(1) The consignee shown on the ocean bills-of-lading should be the appropriate U.S. Despatch Agent as determined from the consignment markings, examples of which are given in 14 FAM Exhibit 614.6-1;

(2) Posts in Canada will have HHE shipments loose loaded and shipped utilizing a van line carrier. The shipments will then be sent to the Department's inbound contractor if designated for permanent storage, or packed and shipped as a residence-to-residence van line move to the employee's CONUS address (if known and available for occupancy upon arrival), or for temporary storage if the address is unknown or is unavailable for occupancy upon arrival.

(3) Posts in Mexico will have HHE shipments export packed in approved wooden lift vans and sent by motor freight via the applicable border consulates Tijuana, Nogales, Cuidad Juarez, Nuevo Laredo or Matamoros (U.S. Logistics Center Brownsville, TX). The USLC will then coordinate with the consulate to transport the HHE to the appropriate CONUS location by motor freight.;

(4) Shipping containers should be stenciled or otherwise legibly marked:

U.S. Despatch Agent (include city, State, and zip code)
For Forwarding to: John Jones (Agency)
c/o Department's Inbound Contractor
Washington, DC

Via: Baltimore (or other U.S. Despatch Agent as appropriate)

PS or **TS** (permanent or temporary storage awaiting delivery/unpacking);

(5) When the HHE shipment originates at a Mexican post, the U.S. border gateway (i.e., Laredo or San Diego) should be placed in the remarks following "Via:";

(6) If the ultimate destination is a U.S. port of call, the HHE shipment should be routed to that U.S. port of call if service exists. If the destination is other than the metropolitan Washington, DC area, and is not a port of call, the HHE should be routed for discharge to the U.S. port closest to the inland destination. The shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name and address of the consignee and the port of discharge as follows:

U.S. Despatch Agent (include appropriate city, State, and zip code)
For Forwarding To:
John Jones (Agency)

123 Main Street
Waco, Texas Via: Houston

TS (for temporary storage awaiting delivery/unpacking);

(7) If the ultimate destination is the West Coast of the United States, the Department maintains packing firms under contract in Seattle to which all HHE shipments should be consigned. Shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name of the employee in care of the unpacking contractor as follows:

U.S. Despatch Agent (include city, State, and zip code)
For Forwarding To:
John Jones (Agency)
c/o U.S. DESPATCH AGENCY
SEATTLE, WASHINGTON

PS or **TS** (permanent or temporary storage awaiting delivery/unpacking).

14 FAM 614.6-2 U.S. Customs Documentation

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When HHE shipments are destined for the United States by a through bill-of-lading carrier, the employee must in all cases complete a U.S. Customs Form 3299, Declaration for Free Entry of Unaccompanied Articles (Form CBP-3299). The GSO will give the completed form to the local agent of the through bill-of-lading carrier for transmission to the carrier's customs broker at the U.S. port of entry. Completion of this form is essential to avoid delays when the shipment arrives in the United States (see 14 FAM 614.5-5).

b. In some cases, as requested by the clearing U.S. Customs officials, employees will be required to provide a copy of their official passport.

c. When shipments destined for the United States are made by the pack-and-crate method, a Form CBP-3299 is not necessary as the shipments are consigned directly to the U.S. Despatch Agent for clearance.

14 FAM 614.6-3 Within 50-Mile Radius of Washington, DC

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Direct payment for cost of local cartage, delivery, and unpacking on behalf of employees will be made by the Department or Agency for employees who are assigned to the Washington, DC, area, who plan to reside and who have

shipments terminating within a 50-mile radius of Washington, DC. This procedure, however, is not applicable to effects held in the Washington, DC area in loose storage, nor does it affect incoming motor van movements.

b. Authorizing services: The Department or agency will issue an order to the contractor allowing for performance of in-transit storage, local cartage, and unpacking services. At the time of delivery to residence, the contractor will unpack and place all effects in the employee's residence as directed by the owner or the owner's representative. Packing materials and shipping containers, except metal or special type vans that are the property of another firm, become the property of the contractor.

c. Employees who have any doubt whether or not the destination of their HHE shipment lies within a 50-mile radius of Washington, DC should contact the Department's Travel and Transportation Management Division (A/LM/OPS/TTM).

14 FAM 614.6-4 Beyond 50-Mile Radius of Washington, DC

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The U.S. Despatch Agency responsible for clearing HHE shipments terminating in the United States (see definition in 14 FAM 511.3) beyond a 50-mile radius of Washington, DC (in conjunction with the employee's agency's transportation office) will select an appropriate local moving firm near the employee's ultimate destination. The firm will receive the HHE shipment from the motor freight carrier bringing it from the U.S. port of entry and will be temporarily held until the employee calls to arrange for a delivery date and time. The Department or agency will make direct payments to the local moving firm for delivery, unpacking, and removal of all debris for items that the firm unpacked.

14 FAM 614.6-5 Unaccompanied Air Baggage (UAB) Shipments of Personal Effects

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Shipments of unaccompanied air baggage (UAB) destined for the Washington, DC metropolitan area on direct flights to Washington's Dulles International Airport only, are to be marked, consigned, and prepaid directly to the Department's Travel and Transportation Management Division (A/LM/OPS/TTM). Air shipments of UAB destined for areas of the United States other than the Washington, DC metropolitan area should be marked, consigned, and prepaid to the appropriate U.S. Despatch Agent based on the U.S. gateway designated in 14 FAM Exhibit 614.6-5.

NOTE: The air shipment is to terminate at the U.S. gateway designated in 14 FAM Exhibit 614.6-5. The U.S. Despatch Agent will arrange for customs clearance and issue a new GBL to forward the air freight to the ultimate destination. The employee's name (and agency), destination address, telephone number, and appropriate fiscal data must be typed in the "Nature and Quality of Goods" section of the air waybill. A complete and legible inventory of the UAB or HHE shipment must accompany the shipment in a waterproof pouch on the number one piece or box. The inventory must be in English, or have an accurate translation attached.

b. The U.S. air gateway (i.e., point at which the shipment enters the United States) should be determined in advance and one of the following instructions should be endorsed on the air waybill:

   (1) Either on arrival at Washington, DC (Washington Dulles International Airport only), notify the Travel and Transportation Management Division (A/LM/OPS/TTM), Department of State, Washington, DC 20520, to arrange for customs clearance; or

   (2) On arrival, notify the U.S. Despatch Agent (place address and telephone number of appropriate U.S. Despatch Agent here from list found in 14 FAM Exhibit 614.6-5) to arrange customs clearance.

   EXCEPTION: If there are nonstop (i.e., direct) flights from employee's area to one of the approved U.S. gateways other than the one listed for employee's area and this U.S. gateway is closer to the employee's ultimate destination, the GSO should route the air shipment to the alternate U.S. gateway. There the U.S. Despatch Agent will issue a new U.S. Government bill of lading (GBL) and forward the shipment to the ultimate destination. UAB arriving at Dulles International Airport for the Washington, DC metropolitan area and will be collected by one of the Department's inbound delivery contractors for delivery to the employee's residence.

c. If the employee has a bona fide delivery address and telephone number before departing from post, they should be typed on the air waybill and a cable notification to State (A/LM/OPS/TTM) and to the appropriate U.S. Despatch Agency. If the destination is outside the airline delivery area or the airline cannot telephone the employee or employee’s agent to arrange for a delivery, the UAB shipment will be turned over to the inbound delivery contractor in Washington, DC or a local moving firm at the final destination for delivery to the employee's residence.

d. To ensure the clearance of effects through U.S. Customs with minimal delay, the "Telegraphic Notice of Shipment" for air freight en route (see (14 FAM Exhibit 614.4-3) must be sent when the losing post initiates the shipment. Copies of the notice should go to the U.S. Despatch Agent or the Department's Travel and Transportation Management Division (A/LM/OPS/TTM) with an information copy to the employee's agency, if other than State.

e. Posts forwarding shipments by air to a U.S. Despatch Agent must attach legible copies of the packing list and an inventory (HHE or UAB) to the air waybill as well as the "Telegraphic Notice of Shipment En Route" (see (14 FAM Exhibit 614.4-3). The packing list/inventory, with the air waybill, must be sent to the U.S. Despatch Agent by the fastest means possible (i.e., APO air mail, international air mail, or courier service). The packing list must be legible and in English (or a bona fide English translation must accompany the original) and must provide the following information:

(1) Name of employee, Agency, and whether HHE or UAB;

(2) Type of shipping container (e.g., box, crate, carton, etc.);

(3) Detailed listing of inventory numbers for each shipping container:

NOTE: Posts must instruct their packers to mark the shipping containers with "1 of 1," "1 of 4," "3 of 5," etc., to identify each container on the packing list;

(4) Gross cubic (in cubic meters and feet) and outside dimensions (length by width by height in centimeters and inches) of each shipping container;

(5) Net and gross weight (in kilos and pounds) of each shipping container;

(6) Ultimate destination with address and telephone number (if known); and

(7) Fiscal data.

f. U.S. Customs regulations require that the U.S. Despatch Agent submit a detailed packing list and inventory with the U.S. Customs Form CBP-3299.

g. Failure to provide the packing list and inventory may delay the shipment from being cleared (in some instances, for 2 to 3 weeks), inconvenience the employee, and result in increased cable traffic, storage charges, and unpacking and examination charges. If the shipment transits ELSO, the post should forward the packing list and inventory to ELSO-Antwerp. ELSO will forward the documents to the appropriate U.S. Despatch Agent at the time the shipment is forwarded to the United States.

14 FAM 614.6-6 Prohibited Shipments

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Alcoholic beverages, international through U.S. Government bill-of-lading (ITGBL) shipments and non-conforming personal vehicles for all U.S. Government employees may not be sent through the U.S. Despatch Agent.

b. Shipments of household effects and personal vehicles for military service members and Department of Defense (DOD) civilian employees may not be sent through a U.S. Despatch Agent unless permission to do so is specified in a current memorandum of agreement or memorandum of understanding between

the Department and DOD regarding shipment of personal vehicles or household effects.

c. See 14 FAM 618.3-1(C) regarding shipments of alcoholic beverages and foodstuffs.

14 FAM 614.7 Shipments Handled by European Logistical Support Office (ELSO)

(CT:LOG-176; 07-15-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **Overview**: ELSO is part of the State Department Office of Logistics and has been designated as a Regional Logistics Center (A/LM/OPS/RLC). ELSO is both an origin point for shipments from overseas missions and a through point for those shipments that are received from the U.S. Despatch Agencies for on forwarding to their final destination in Europe, Africa, the Middle East and other places worldwide. ELSO also returns shipments to the United States and destinations worldwide and is an authorized point for long term storage of personal effects as well as emergency storage for personally owned vehicles.

b. ELSO is located at the port of Antwerp and also receives cargo coming in via the ports of Rotterdam and Bremen. This cargo goes to the Consolidated Receiving Point (CRP) which is a commercial, contractor's facility for receipt and handling of personal effects and supplies for the account of the U.S. Government.

c. **Forwarding**: To improve forwarding of shipments of household and personal effects to/from/via ELSO, to reduce transit times and to avoid storage charges, note the following:

(1) Normally, route only household effects and personally owned vehicles via ELSO for transshipment;

(2) Follow procedures outlined in 14 FAM 614.6 for shipments to the United States;

(3) Use a through air waybill whenever possible from the origin post to destination post for unaccompanied air baggage (UAB) shipments; and

(4) Unless no other routing is available to the post, do not consign UAB shipments to ELSO for transshipment.

d. Surface shipments (ocean/truck/rail) from posts forwarded via Antwerp for transshipment must be consigned:

American Embassy Office (ELSO)
Atlantic House
Noorderlaan 147 - 10A

2030 Antwerp, Belgium
Phone: +32-3-540-2011
Fax: +32-3-540-2040
E-mail: Despatch_Agency_ELSO@state.gov

NOTE: ELSO is the consignment address and not the delivery address.

e. CRP warehouse location (cargo delivery address):

GOVLOG N.V.
Belcrownlaan 23,
B-2100 Antwerp, Belgium
Phone: +32-3-360-5602

f. Surface shipment (ocean/truck/rail) from posts forwarded via ELSO's agent in Bremen for transshipment must be consigned:

American Embassy Office (ELSO)
c/o Carl Hartman
Oelmuehlenstrasse 11/13
28195 Bremen, Germany
Phone: +49 (421) 30.29.326

NOTE: All shipping documentation should be forwarded directly to ELSO Antwerp.

g. Air shipments forwarded to ELSO should be routed to Brussels, Zaventem airport and must be consigned:

American Embassy Office (ELSO)
c/o Gosselin Airfreight Division
Brucargo Building 739-1st floor
1931 Zaventem, Belgium
Phone: +32-2-613-33.30

NOTE: All shipping documentation should be forwarded directly to ELSO Antwerp.

h. Permanent storage shipments authorized for storage at ELSO Antwerp must be consigned as follow:

American Embassy Office (ELSO)
Permanent Storage: Property of: (name)
c/o GOVLOG N.V.
Belcrownlaan 23,
B-2100 Antwerp, Belgium

i. **Marking cargo**: Lift vans for personal effects should be clearly marked with

the consignment address, employee's name and ultimate destination as designated by the gaining post. Marking should be legible and complete, preferably stenciled or indelibly labeled (no paper labels glued or stapled on vans). Lift vans with previous markings should have the old markings obliterated so that only the current marks are visible to avoid confusion on receipt at the CRP or possible misshipment. Shipments for permanent storage should be clearly marked as such.

j. **Notification**: Shipments inbound to ELSO requires advance notification from shipping posts or U.S. Despatch Agency offices via 'Telegraphic Notification of Shipment En Route' telegram (see telegram format and content requirements in 14 FAM Exhibit 614.4-3). Advance notification with accurate and complete information is essential so that a computer file can be created for tracking and shipping cargo. Packing lists (in English), shipping documents and other pertinent paperwork should be forwarded to ELSO via the quickest means possible. Notification telegrams should provide all information as shown in the format and be for one employee and one shipment type. Posts should provide as much detail as possible (e.g., a motorcycle is included in household effects (HHE) shipment; consumables are being shipped as HHE, etc.) in the comments section.

k. When shipments are outbound, ELSO sends advance notification (Pre-Advice e-mail) to serviced posts to advise receipt of personal effects and/or supplies and to request forwarding instructions for export. ELSO sends pre-advice e-mails to posts based on their request for them and their requirements. Once export arrangements are made by ELSO, a Notification of Shipment En Route to Post e-mail is generated to provide the receiving post with status and export details of shipment(s).

l. **Receipt of cargo**: All cargo handled by ELSO is received at the CRP facility warehouse and the contractor is responsible for receipt of the correct number of pieces and for noting any overages, shortages or damages on items received. A more detailed report is completed when personal or official vehicles are received at the CRP. When necessary, ELSO has minor repairs done on boxes, crates and lift vans or has shipments re-packed for shipment or storage. If applicable, claims are filed with the parties responsible and/or ELSO assists in providing supporting documentation for claims action.

m. **Documentation**: Various types of documents are required for different shipment types and should be sent to ELSO by the quickest available means. Some shipments require copies of passport ID pages or vehicle registration paperwork which should be scanned or digitally copied and sent via e-mail. Fax copies should be avoided if possible as they can be unclear, dark in color (photos) and difficult to reproduce for further use:

(1) **HHE and UAB shipments require**:

(a) Copy of inventory/packing list in English, showing net weight, gross weight and dimensions or volume;

(b) Copy of travel authorization (particularly for non-State shipments) with complete funding information; and

(c) Legible scanned copy of diplomatic passport ID pages;

(2) **Consumables (CNS) shipments require**:

(a) Copy of valid travel authorization showing a consumable entitlement; and

(b) Post should advise ELSO of any special marking or packing requirements for importation of food, liquor or tobacco products;

(3) **Privately owned vehicle (POV) (non-DOD) shipments require**:

(a) Copy of valid travel authorization showing shipment of POV for emergency storage in ELSO;

(b) Post should advise if vehicle meets United States specifications, advise VIN, chassis number if different from VIN, and engine number, provide complete description including year, make, model, and vehicle color;

(c) Legible scanned copy of diplomatic passport ID pages; and

(d) See 14 FAM 615.8, paragraph b, for limitations on vehicles in excess of 800 cubic feet;

(4) **Motorcycle shipments**: Documentation must include motorcycle year, make, model, color, VIN and/or chassis number and if the vehicle meets U.S. specifications;

(5) **Surface deployment and distribution command (SDDC) POV shipments require**:

(a) Copy of DOD travel authorization or letter of intent;

(b) Copy of vehicle title – front and back;

(c) Copy of vehicle registration from host country; if vehicle documentations does not show vehicle color, advise Despatch Agency of color;

(d) Copy of passport ID pages; and

(e) Post must provide to ELSO a total of all costs involved to move vehicle from post-to-ELSO or post-to-post as applicable;

NOTE: SDDC vehicle shipments are for DOD personnel assigned to the embassy and are shipped in the same way as DOS personal vehicles except that post must contact ELSO for funding to ship POV and not use fiscal data from member's orders;

(6) **ITGBL shipments of HHE and UAB**: International through U.S. Government bill of lading shipments (ITGBLs) are shipment movements for personal effects from door-to-door. Since ITGBL moves include packing and pick-up at origin and delivery and unpacking at destination, they

should only be used for employees who have a delivery address and not for shipments to storage. Post should contact ELSO to schedule ITGBL shipments and provide the following information for the ITGBL shipment file:

(a) Shipment type (e.g., HHE or UAB) and estimated weight(s);

(b) Origin packer name and pack-out dates;

(c) Complete residence pick-up address;

(d) Complete ultimate delivery address and phone number;

(e) Limited power-of-attorney signed by employee (if required by ITGBL forwarder);

(f) Supplemental declaration for unaccompanied effects (if required by ITGBL forwarder); and

(g) Employee travel information for 3299, to include: name of airline taking employee to the United States, flight number and time of arrival in the United States, airport of entry into the United States, names of accompanying family members and employee's length of time at post (arrival date and departure date);

NOTE: POV shipments may be made under ITGBL but post should check and confirm with ELSO to insure that the move is cost effective; and

(7) **Wine or liquor shipments**: Per 14 FAM 618.3-1(C), alcoholic beverages not accompanying travelers are forwarded through **commercial channels** and are not shipped in care of U.S. Despatch Agencies; owners are responsible for clearance and payment of import duties, etc.:

(a) Shipping arrangements can be made by ELSO but the employee shipping the alcoholic beverages must advise complete consignment information on the commercial receiving/clearing agent at port of destination. Shipment cannot be made until this information is received;

(b) Copy of detailed inventory list in English must be supplied by owner and the list must include details of brand, type, number of bottles, etc.; and

(c) Copy of diplomatic passport ID pages.

14 FAM 614.8 Use of Advantageous Rates

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

When lift vans are not used and different freight rates are applicable to various goods comprising the effects, posts should package and describe the effects to permit utilization of a lower rate or combination of rates.

14 FAM 614.9 Instructions for Lift Vans to Be Used for Shipment or Permanent Storage of Household Effects

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. **Size**: For shipment or permanent storage of HHE wooden or plywood lift van, maximum dimensions should not exceed eight (8) feet in length, six (6) feet 10 inches in height, and six (6) feet in width. These measurements are necessary for proper and safe handling of lift vans at piers and warehouses. The limitations ensure that lift vans fit into steamship containers wherever this service is provided by the ocean carrier.

b. **Markings**: Stenciling or marking an employee's Social Security Number (SSN) on any interior or exterior packing materials, crates or lift vans or written on commercial documents is prohibited. There is no requirement for SSNs to be stenciled or marked on any interior or exterior packing material, crates or lift vans. (See 14 FAM 614.6-1, subparagraphs b(3), b(5), and b(6), and 14 FAM Exhibit 614.6-1 that contains information on proper marking of lift vans and exterior packing materials.)

c. **Wood-packing materials**:

(1) The Department of Agriculture (USDA) has published new rules at 7 CFR 319.40: All solid wood-packing material (SWPM) imported into the United States must be either heat-treated or fumigated and marked with an approved international mark certifying treatment. This change will affect all wood packaging material in connection with importing goods into the United States. This rule does not affect manufactured wood products such as plywood and manufactured lumber products. Similar rules are being put into effect in other countries;

(2) All wood-packaging material entering into the United States must be either heat treated or fumigated with methyl bromide, in accordance with the Guidelines on 7 CFR 319.40 - Importation of Wood Packaging Material, as published on September 16, 2004, and marked with an approved international mark certifying treatment. Heat treatment is preferred;

(3) If the fumigation method is chosen, post needs to take precautions to ensure only the wood products are fumigated. Do not, repeat, do not, fumigate a crate or a container with personal effects inside;

(4) Lacking an approved international mark certifying heat treatment, a certificate of fumigation with methyl bromide must accompany all inbound HHE shipments destined for the United States. Shipments that arrive in the United States of America not in compliance may be denied entry and ordered returned to the origin country. Any questions concerning the use of Methyl Bromide may be addressed to USDA;

(5) For a complete list of other affected countries with similar wood importation restrictions and the effective date of the restrictions, visit the USDA Web site. Because similar wood restrictions are already in place in the European Union, shipments destined or transiting through our storage facility in ELSO Antwerp should also be heat-treated or fumigated with methyl bromide; and

(6) Please also note that exotic plant pests have been linked to the importation of SWPM. These pests are a serious threat to agriculture and natural, cultivated, and urban forests in the United States and other countries. For this reason, globally accepted measures are being applied to eliminate the risk for pests associated with the SWPM. The International Plant Protection Convention Web site provides the name of the official in each foreign country who can provide a list of approved contractors that can provide appropriate fumigation and other pest control measures.

14 FAM 614.10 Bills of Lading

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

List each employee's effects on a separate bill of lading. Each of the following items must be entered on a separate bill of lading or specifically itemized on the same bill of lading in accordance with 14 FAM 618.3-1(C). The term "specifically itemized" used here means there is a line entry specifying the name of each items, its weight or volume, and total number. (See 14 FAM 618.3-1(C) when case(s) of alcoholic beverages and tobacco products are being shipped to the United States.)

14 FAM 615 PRIVATELY OWNED MOTOR VEHICLES (POVS)

14 FAM 615.1 Allowable Expenses

(CT:LOG-168; 03-18-2014)

(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The cost of transporting a motor vehicle is allowable only when the privately owned vehicle (POV) is owned by the employee or an eligible family member. Except as provided in 14 FAM 615.3, 14 FAM 615.4, and 14 FAM 615.5, no expenses are allowed in excess of the cost of transportation between the authorized points of origin and destination, or between the factory site and the authorized destination, whichever involves the lesser cost.

b. Shipment of a POV between domestic origination and domestic destination points in the continental United States (CONUS) may be authorized on a case by case basis when it is determined to be advantageous to the U.S. Government or that travel by POV would be dangerous or cause undue hardship.

c. Shipment of a POV at U.S. Government expense may be authorized from a location in the continental United States (CONUS) to a gaining post abroad in connection with an employee's transfer from a post abroad to a new assignment (including combined home leave and transfer orders) only if:

   (1) In accordance with 14 FAM 566, the authorizing official has determined that it is advantageous to the U.S. Government for the employee to drive the POV from the losing post to the location from which the vehicle will be shipped;

   (2) The employee's travel orders expressly authorize the POV to be driven to the location from which the vehicle will be shipped;

   (3) The authorizing official has determined that shipment from the shipping location to the gaining post is advantageous to the U.S. Government; and

   (4) The shipment is not otherwise prohibited by law or regulation.

d. POV shipments to separate maintenance allowance locations:

   (1) Upon approval of an involuntary separate maintenance allowance (SMA), a POV may be shipped from the losing post to the authorized SMA location in the United States or into emergency storage (see sub-paragraph e(2) in this section). Follow-on shipment of a POV from the authorized SMA location to the gaining post is authorized; and

   (2) When an alternate SMA location is elected outside of the United States, the employee has the option to ship the POV from the losing post to the approved alternate SMA location on a cost-constructive basis. Follow-on shipment of a POV from the approved alternate SMA location to the gaining post is authorized on a cost-constructive basis.

e. POV shipments to alternate destinations:

   (1) If an employee has orders returning him or her to a U.S. assignment from a post abroad, a POV may be shipped to an alternate port on a cost-

constructive basis;

(2) If shipment of a POV is not allowed to the gaining post based upon suitability or post restrictions and an employee qualifies for emergency storage in accordance with 14 FAM 628.1, the employee may request shipment of a POV to an alternate destination on a cost constructive basis in lieu of emergency storage. This does not preclude the shipment of a suitable vehicle from losing to gaining post. If an employee elects emergency storage in accordance with 14 FAM 628.1 and also ships a suitable vehicle to his or her next assignment, the employee will be able to ship only one POV to any follow-on assignment;

(3) An employee has the option to ship his or her vehicle to an alternate destination on a cost-constructive basis in lieu of shipment to his or her onward assignment abroad. Delivery of the vehicle to the alternate destination is on a cost-constructive basis and concludes the U.S. Government's responsibility for this entitlement, i.e., no other vehicle shipment to that post of assignment will be allowed; and

(4) An employee may ship his or her POV to an alternate destination on separation orders on a cost-constructive basis. The POV must be shipped to the location the employee is actually separating to.

14 FAM 615.2 Shipment

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When it is necessary to ship an automobile in connection with transfers between posts and to assignments in the United States, avoid crating if possible. The following factors are to be considered:

(1) Adequacy of port loading and unloading facilities;

(2) Nature of carrier and cargo;

(3) Possibility of transshipment;

(4) Danger of pilferage;

(5) Overland haul, if any; and

(6) Cost of crating.

b. Vehicles must be operational and safety equipment (e.g., windshield wipers and outside mirrors) must remain on the car in order for drive-away services in the United States to move the vehicle to or from the port legally:

(1) Surrender the ignition, gasoline cap, and trunk keys that accompany the vehicle to the drive away service or vehicle transportation provider when the vehicle is picked up;

(2) Remove all mud and soil from chassis and body of vehicle;

(3) In accordance with the Code of Federal Regulations 49 CFR 176.905 vehicles must be inspected for fuel leaks and faults in the electrical system prior to turning the vehicles over for shipment. In addition, the fuel tank of the vehicle must not be more than one-fourth (1/4) full; and

(4) Remove detachable items such as hubcaps, cigarette lighters, radio antennas, child/infant safety seats, and tool kits. Only a spare tire/wheel and jack may be stowed in the car. Household effects, unaccompanied air baggage, or consumables may not be placed in the vehicle when shipped.

14 FAM 615.3 Emergency Replacement

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The transportation of one additional POV from the United States or other designated place of purchase may be authorized, in advance, by an authorizing officer during any 4-year period as an emergency replacement of the last motor vehicle transported at U.S. Government expense, when the authorizing officer determines, in advance, that:

(1) The replacement is in the interest of the U.S. Government and is necessary for reasons beyond the control of the employee; and

(2) The use of the replacement vehicle is in the interest of the U.S. Government.

b. Conditions warranting emergency replacement of motor vehicles include loss or destruction of the motor vehicle through fire, theft, accident, rapid deterioration due to severe climate or driving conditions at a post abroad, civil disturbance, military actions, riot, or similar causes.

c. Replacement shipment of a POV is funded and authorized by post in accordance with 14 FAM 523.2-1, subparagraph f(3)(b).

d. For Commerce, shipment of emergency replacement vehicles is authorized and funded by Washington, DC headquarters.

14 FAM 615.4 Periodic Replacement

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The transportation of one POV from the United States or other designated place of purchase to the employee's post of assignment abroad may be authorized by an authorizing officer as the replacement of a motor vehicle previously transported at U.S. Government expense (replacement shipment of a POV is funded and

authorized by post in accordance with 14 FAM 523.2-1, subparagraph f(3)(b)), provided that:

(1) There is a lapse of at least 4 years between the initial date of shipment from the United States of the vehicle to be replaced at the employee's present or previous post abroad and the date on which the transportation of the replacement vehicle will commence;

(2) The employee has remained in continuous service outside the continental United States during that 4-year period. Home leave or temporary duty in the United States during or between permanent duty assignments abroad does not constitute a break in continuous service outside the continental United States;

(3) The employee is assigned to a post which is 124 or more kilometers or 200 or more miles from the continental United States, or the use of sea transportation would be required to carry the motor vehicle from the continental United States to the employee's post;

(4) The employee has not received cost-constructive shipment of a new POV or previous State or agency elective alternatives during the prior 4-year period;

(5) The employee has not had a POV shipped between foreign posts at U.S. Government expense for 1 year (9 months for personnel with an 18-month tour of duty) prior to the date on which the employee requests periodic replacement authority; and

(6) On the date a request for periodic replacement authority is made, the employee is scheduled to remain at post of assignment for at least 1 year (9 months for personnel with an 18-month tour of duty). The shipment of a new motor vehicle at the employee's personal expense from the United States or other place of purchase to his or her post of assignment has no effect on eligibility for periodic replacement authority, provided the criteria outlined in this section are met.

14 FAM 615.5 No Previous Shipment from the United States at Government Expense

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. If an employee has not had a POV transported at U.S. Government expense from the United States to the employee’s present or previous posts abroad, an authorizing officer may, when funds are made available, authorize shipment of a motor vehicle from the United States to the employee's present post abroad if such shipment is determined to be necessary or expedient.

b. On the date a request for a shipment is made under this section, the employee

must be scheduled to remain at the post of assignment for at least 1 year (9 months for personnel with an 18-month tour of duty). The shipment of a new motor vehicle at the employee's personal expense from the United States or other place of purchase to his or her post of assignment has no effect on eligibility for shipment under this section, provided the criteria outlined in this section are met.

c. **For State and Commerce**: Shipment of the vehicles discussed in this section is authorized and funded by Washington, DC headquarters; for USAID, shipment is authorized by USAID/W and funded by the posts.

14 FAM 615.6 Delivery or Pickup of a Vehicle

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When an employee or eligible family member who is not in travel status makes a separate trip for the purpose of delivering or picking up a motor vehicle, the commercial shipment of which has been authorized, the employee may be reimbursed the following expenses:

   (1) Mileage for driving the vehicle one way between the post and the point of delivery or pickup; and

   (2) Cost of the employee's transportation by common carrier one way between the post and the point of delivery or pickup.

b. The reimbursement may not exceed the cost of commercial shipment of the vehicle. No per diem is allowable and leave must be charged for absence from the post.

14 FAM 615.7 Limitations at Specific Posts

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Under section 207 of the Foreign Service Act of 1980 (22 U.S.C. 3927), as amended, the chief of mission, in consultation with other Foreign Affairs agency heads in the country, determines what restrictions or limitations, if any, are placed upon the motor vehicles brought to posts under the chief of mission's jurisdiction.

b. These may include, but are not limited to, provisions to assure that the vehicle is suitable and that the import of the vehicle is not primarily for resale.

c. When there is reason to believe that a motor vehicle was shipped to post at U.S. Government expense and/or was imported under diplomatic or official privileges and immunities primarily for the purpose of sale at a profit and not

for the bona fide personal use of the employee or employee's eligible family members, the chief of mission or designee must investigate. The investigation is to include the following factors:

(1) Whether a profit was made or anticipated on the sale; and

(2) Whether the vehicle was sold or scheduled to be sold before the last 6 months of the employee's scheduled home leave or departure from post, taking into account factors such as curtailment of assignment, evacuation, or extensive damage to the vehicle.

d. If, based on the investigation under paragraph b above, the chief of mission determines a violation of regulations has occurred, the chief of mission will:

(1) Require the employee to repay the U.S. Government the original cost of transporting the vehicle to the post; or

(2) Deny the employee the benefits of 14 FAM 615.3 and 14 FAM 615.4 (Emergency Replacement and Periodic Replacement); or

(3) For such other action as may be taken by the chief of mission, see 2 FAM 113.1.

14 FAM 615.8 Limitations on Type and Size of Vehicles

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Vehicles that may be transported include passenger automobiles, station wagons, and certain small trucks or similar vehicles that may be used primarily for personal transportation. Transportation is not authorized for trailers, airplanes, or any vehicle intended for commercial use.

b. Transportation at U.S. Government expense is limited to vehicles having a gross size for shipping purposes of not more than 20 measurement tons (22.4 cubic meters/800 cubic feet). An employee who ships a larger vehicle which otherwise qualifies for shipment at U.S. Government expense must pay all costs which result from the excess size of the vehicle.

14 FAM 615.9 Shipping Foreign Vehicles

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. A foreign-made POV (FPOV) purchased abroad **may** be shipped to the United States at U.S. Government expense from any post provided that the vehicle meets Environmental Protection Agency (EPA) and Department of Transportation (DOT) safety and environmental standards, and the employee has a current and valid travel authorization that includes authorization for

shipment of a POV. Information regarding EPA and DOT safety and environmental standards for the importation of FPOVs may be found at the following Web sites:

(1) EPA requirements in the Automotive Imports Facts Manual;

(2) Commerce and Border Protection instructions for infrequent importers, including importations of POVs; and

(3) DOT-NHTSA (National Highway Traffic Safety Administration) Vehicle Importation Regulations.

b. The employee is responsible for bringing a nonconforming foreign-made POV into compliance with EPA and DOT standards. If compliance is not certified by the **manufacturer**, either by labels attached to the vehicle or in writing, the vehicle must be consigned to an authorized importer and the employee must post a bond. The foreign-made POV must then be converted at the employee's expense to comply with EPA and DOT standards, and then be cleared for entry into the United States by the U.S. Customs and Border Protection. Foreign-made POVs that do not meet EPA and DOT standards and cannot be brought into compliance will either be exported or destroyed at the employee's expense. In addition, the employee may also be subject to any and all penalties for noncompliance.

14 FAM 616 USE OF U.S.- AND FOREIGN-FLAG VESSELS

14 FAM 616.1 Standards for Shipment

(CT:LOG-168; 03-18-2014)
(State/BBG)
(Foreign Service)

a. Posts must exert reasonable efforts to analyze schedules and tariffs on a worldwide basis in routing effects consistent with the following standards which are for guidance only:

(1) When both U.S.- and foreign-flag vessels operate directly between a port serving the place where the transportation of effects originates and a port serving the actual destination, shipment of effects must be made on a U.S.-flag vessel;

(2) When U.S.-flag vessels do not operate directly between a port serving the place where transportation of effects originates and the port serving the actual destination, and foreign-flag vessels do so operate, shipment of effects must be made on a foreign-flag vessel;

(3) When there are neither U.S.-nor foreign-flag vessels operating directly

between a port serving the place where transportation of effects originates and the port serving the actual destination, and it can be determined that U.S.-flag vessels are available for any segment of the journey, the shipment of effects must be by such routing and shall include U.S.-flag vessels where operating. Waiting time at point of transshipment must be governed by subparagraph a(4) of this section. More than one transshipment for the sole purpose of using U.S.-flag vessels is not required; and

(4) Foreign-flag vessels may be used for the shipment of furniture and household and personal effects including privately owned motor vehicles when:

(a) U.S.-flag vessels are not scheduled to call at the port of loading within 30 days after:

(i) Notice to ship based on need for immediate shipment of the effects has been received by the post; or

(ii) The effects are ready for shipment, whichever is later;

(b) When agents of U.S.-flag vessels cannot give reasonable assurance that a U.S.-flag vessel is scheduled to call at the port of loading within the time specified in subparagraph a(4)(a) of this section:

(i) Will actually call at such port of loading within 30 days as scheduled; and will actually discharge cargo at scheduled destination port within 2 weeks after arrival regardless of port congestion; and where agents of foreign-flag vessels can give such assurance due to their preferential berthing arrangements at the port; or

(ii) Will discharge cargo at scheduled destination port without transshipment; and where agents of foreign ships can give such reasonable assurance; and

(c) The authorizing officer at the post determines that safe storage facilities are not available and that delay in shipment would expose effects to serious damage or loss from climatic conditions, excessive humidity, pilferage, sabotage, or other hazards beyond the control of the post. In such instances, a statement justifying the use of a foreign-flag vessel is required.

b. When the origin or destination is a seaport, it is not necessary to send the shipment to another port in order to utilize a U.S.-flag vessel.

14 FAM 616.2 Documentation

14 FAM 616.2-1 Compliance with Title 41 of the Code of Federal Regulations (41 CFR 102)

(CT:LOG-168; 03-18-2014)
(State/BBG)
(Foreign Service)

To ensure compliance with section 901(a) of the Merchant Marine Act of 1936 (46 U.S.C. 55302) regarding the use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees, (see 41 CFR 102-118.195 – What documents must a transportation service provider (TSP) send to receive payment for a transportation billing?).

14 FAM 616.2-2 Issuance of Certificate

(CT:LOG-168; 03-18-2014)
(State/BBG)
(Foreign Service)

When the post deems use of foreign-flag service is justified under 14 FAM 616.1, written authorization must be issued. This certificate of justification must be signed by either an authorizing officer designated by the Department or foreign affairs agency, or a post's principal officer. The certificate must show full justification for the use of a foreign-flag vessel. The certificate (which may be reproduced locally) must be prepared in triplicate. The original and one copy are submitted to the ocean carrier, freight forwarder, or household goods transporter, as appropriate; one copy is retained by the issuing officer or post. The transportation company must be instructed to submit one signed copy of the certificate with the bill to the paying office.

14 FAM 616.3 Exceptions to Use of U.S.-Flag Vessels

(CT:LOG-168; 03-18-2014)
(USAID Only)
(Foreign Service)

a. Instances of exception to the use of U.S.-flag vessels include the following:

(1) When USAID/W or the USAID mission director certifies that U.S.-flag vessels do not provide adequate service to the destination;

(2) When the shipment of effects would be delayed an unreasonable period of time awaiting an U.S.-flag vessel; and

(3) When payment or services can be made through use of surplus foreign credits owned by the United States or from USAID trust funds and U.S.-flag steamship lines will not accept such funds.

b. Whenever a foreign-flag vessel is used, the USAID mission or USAID/W MS/AS/TT, as appropriate, is to annotate its records to indicate the reason for such use.

14 FAM 617 SHIPPING EFFECTS ON U.S.-FLAG AIRLINES

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. When shipment of effects or baggage is made by air, and U.S.-flag air service is available, such service must be used in accordance with 49 U.S.C. 13101, unless such use would involve delays which would jeopardize the cargo or be incompatible with the purpose of the shipment. Unaccompanied air baggage shipments need not be delayed in excess of 48 hours to make use of U.S.-flag airlines.

b. When U.S.-flag air service is not available at the point of origin of the shipment, routings will provide for transshipment at the nearest practicable interchange point to connect with U.S.-flag air service. An interchange point is not considered practicable if the shipment would be delayed in excess of 48 hours or if transshipment would jeopardize the cargo.

c. Whenever the post or the Department routes a shipment via a foreign-flag air carrier, certification must be stamped on the Form SF-1103, U.S. Government Bill of Lading, and be completed by the authorizing officer. When the shipment is dispatched on a U.S.-flag air carrier and no routing is shown, the carrier will be responsible for certification.

d. Shipments made through international freight forwarders must comply with the above standards. Forwarders are instructed to submit with their bills a copy of the air waybill or manifest showing the air carriers utilized and justification for any use of foreign-flag air carriers where U.S.-flag air carriers provide service.

14 FAM 618 GENERAL PROVISIONS AFFECTING SHIPMENTS

14 FAM 618.1 Advance Shipment of Effects at U.S. Government Expense

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. The Department of State or agency may authorize or approve the advance shipment of an employee's furniture, household and personal effects, and privately owned motor vehicle from a post to employee's place of residence, or to an intermediate storage point, prior to the issuance of separation or transfer orders to the employee when advance travel has been authorized in accordance with 14 FAM 532.3, or when it is administratively determined that it is in the best interests of the Service. In addition, the USAID mission director may authorize advance shipment of effects in connection with advance travel authorized in 14 FAM 532.2. No storage of effects shipped in advance is allowable. When advance shipment is authorized, Form DS-4020, Repayment Agreement for Advance Travel of Family, must be executed by the employee.

b. The employee is liable for any costs resulting from the advance shipment of effects in excess of those costs which may be authorized subsequently; therefore, this authority should be used with extreme care.

c. The advance shipment of household effects may be authorized to the employee's separation address of record in the United States in connection with marital separation, or divorce, or statement of dissolution of domestic partnership as defined in 3 FAM 1610, only if a legal property settlement exists or the employee otherwise agrees in writing and identifies those effects which are to be shipped as the property of the spouse or domestic partner as defined in 3 FAM 1610. Cost-constructive shipment to any other points would be based on shipment to the employee's separation address of record in the United States. No shipment of a POV will be authorized at U.S. Government expense under this section. The employee's shipment allowances on the next travel authorization to include shipment of effects will be reduced by the amount shipped in advance. No repayment liability will exist for this advance shipment based on the employee's next authorized destination for shipment of effects. Shipment may also be authorized subsequent to the return travel of the spouse or domestic partner as defined in 3 FAM 1610 under 14 FAM 532.8 after execution of a legal property settlement or written agreement by the employee, either as advance shipment, or at the time of the employee's next authorization for shipment of effects. As this shipment is to be considered final return of effects to the United States, no further shipment of the effects transported under a legal property settlement or the employee's written agreement will be authorized at U.S. Government expense.

14 FAM 618.2 Designated Packers and Shippers

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Where the Department, agency, or post has contracts or approved prices or arrangements with designated packers and shippers, payment for the services of such packers and shippers is allowable. If other firms are used at the request of the employee, the employee must pay for any excess costs involved.

14 FAM 618.3 Free Entry of Effects into United States

14 FAM 618.3-1 Personnel Returning from Extended Duty

14 FAM 618.3-1(A) Privilege

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. U.S. Government employees who return to the United States upon termination of "assignment to extended duty," abroad may import effects free of duty under subheading 9805.00.20 HTSUS (Harmonized Tariff Schedule of the United States). This same privilege applies to returning family members who have resided with employees at such post and to any person evacuated to the United States under U.S. Government orders.

b. For a definition of "assignment to extended duty," (see 19 CFR 148.74(d)).

14 FAM 618.3-1(B) Notation on Travel Orders

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Travel orders for employees entitled to duty free entry show the employee's diplomatic title (if any) and the following:

The personal and household effects of this employee and members of the employee's family are eligible for duty-free entry under subheading 9808.00.50, Harmonized Tariff Schedule of the United States (HTSUS**) since the employee has completed an assignment of extended duty abroad.**

b. If the employee is returning to the same post for another tour of duty after home leave, the following is also to be added to the statement:

Home leave covered by these orders is statutory leave prior to return

for a new assignment to extended duty abroad.

14 FAM 618.3-1(C) Limitations

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Alcoholic beverages:

(1) 19 CFR 148.74(c) limits the amount of alcoholic beverages (and tobacco) that may be imported duty-free into the United States by persons 21 years of age and over and requires that such items accompany the person making the claim for free entry upon the person's arrival in the United States. Under no circumstances should alcoholic beverages be combined with unaccompanied baggage (see 14 FAM 613.5) or household effects for shipment under travel orders;

(2) U.S. customs authorities reserve the right to examine all shipments entering the United States. If a shipment of unaccompanied baggage or household effects is found to contain alcoholic beverages, the owner will be subject to penalties by law. Neither the Department nor the agency will take action to assist the employee in such circumstances and the Department or agency will cooperate fully with the prosecuting authorities. In addition, the Department or the agency may impose administrative penalties against any employees who violate this regulation; and

(3) Alcoholic beverages not accompanying travelers are forwarded through commercial channels and are not shipped in care of U.S. Despatch Agencies. Owners will be responsible for clearance and payment of import duties as well as Federal and State taxes to the Customs authorities without the assistance of U.S. Despatch Agencies.

b. Foodstuffs:

(1) The 2002 Bioterrorism Act requires prior notice of the expected arrival date of shipments containing foodstuffs before their arrival to the United States. The Food and Drug Administration (FDA) and Customs and Border Patrol (CBP) have amended their Compliance Policy Guidelines (CPG) to allow use of discretionary enforcement where prior notice is required. Discretionary enforcement only exempts DOS shipments from fines and/or penalties should a shipment be placed on hold at the port of entry to the United States;

(2) Employees planning to ship foodstuffs in their household effects (HHE) should ensure the HHE inventory includes a general description of the food items. Additionally, the employees should prepare and have available a detailed description of the foodstuffs, i.e., item, brand, size, quantity, to be made available to the responsible Despatch Agent for clearance, in the event that their shipment is held at the port of entry to the United States.

If an HHE shipment containing foodstuffs is placed on hold at the port of entry to the United States, the Prior Notice Center will notify the Despatch Agency for the port where the shipment has been stopped. That Agent and the Baltimore Agent will work closely with FDA and CPB to obtain immediate clearance and release of the shipment; and

(3) Traditional Customs rules and regulations still apply to shipments entering the United States, such as the prohibition against shipping any meat or fish products to the United States. Employees planning to ship foodstuffs in their HHE should consult the CBP publication "Know Before You Go" located on the U.S. Customs and Border Patrol Web site.

14 FAM 618.3-2 Courtesy of the Port

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

High officials of the executive branch must be extended "courtesy of the port." Under this practice, priority treatment is accorded by U.S. Customs inspectors (in those ports where such treatment can be of value), but the returning official is liable to inspection of baggage and for payment of duty on official imports over and above the normal exemption provided by law.

14 FAM 618.4 Prohibitions in Connection with Resignation, Retirement, or Separation

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The U.S. Government does not pay for the cost of transporting effects (including a privately owned motor vehicle) in connection with resignation, retirement, or separation from the Service, unless the effects were the property of the employee or eligible family member while the employee was in an active duty status in the Service and did not consist, in any part, of effects or privately owned vehicle (POV) acquired en route to the place of residence upon separation. Certification of compliance with this section is required on the employee's travel voucher. (See 3 FAM and USAID M.O. 479.1 for provisions on eligibility for travel upon Service separation.)

14 FAM 618.5 Employee Responsibility for Shipment of Personally Owned Firearms and Ammunition

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The importation provisions of the Gun Control Act of 1968 (18 U.S.C. 921), which became effective on October 22, 1968, are administered and enforced by the Internal Revenue Service and Department of the Treasury. The Internal Revenue Service regulation governing the shipment of firearms and ammunition, is Part 478—Commerce in Firearms and Ammunition (27 CFR 478), and states that:

(1) Personnel may ship to the United States any firearms or ammunition which they originally shipped from the United States provided they can prove to the satisfaction of the United States Customs officials that they possessed the firearms or ammunition in the United States. Methods of proof are:

  (a) Bill-of-sale or other commercial document showing transfer of the firearms or ammunition in the United States;

  (b) Registration on Customs Form 4457 (Form CBP-4457), Foreign-Made Article Taken Abroad and Returned, or on any other registration document available for this purpose;

  (c) Household effects inventory or packing list prepared in the United States on outbound shipments; and

  (d) A sworn statement in the form of an affidavit attested to and bearing the official seal of the consular office at the employee's post of assignment;

(2) Personnel able to meet one of the above methods of proof may have their firearms shipped back to the United States packed inside the household effects container. Ammunition must be packed separately and must not under any circumstances be included in household effects or baggage shipments;

(3) Personnel who purchase firearms or ammunition outside of the United States must arrange for importation into the United States strictly in accordance with the importation regulation 27 CFR 478.113. This applies to U.S., as well as foreign-manufactured firearms and ammunition. There are no exemption provisions for civilian U.S. Government employees nor are there any waiver provisions;

(4) Personnel in this category must arrange for an importer or dealer located in their State of residence in the United States to handle the importation of the firearms or ammunition. For a permit, the owner must complete in triplicate, Form ATF-6-PT 1, Application and Permit for Importation of Firearms Ammunition and Implements of War, and forward it to the importer or dealer who will complete the application and forward it to the

Internal Revenue Service, Department of the Treasury, Washington, DC. A single permit will cover one or more firearms and one or more types of ammunition; and

(5) The firearms and ammunition must be shipped directly to the importer or dealer handling the importation. Under no circumstances may firearms and ammunition in this category be included in household or personal effects shipments to the United States, nor shipped separately in care of the U.S. Despatch Agent. Expenses for shipments of firearms or ammunition, including importer's fees, may be charged against the travel authorization of the employees concerned. The method of shipment must be determined by each post on the basis of available facilities.

14 FAM 618.6 Federal Motor Vehicle Safety Standards

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. It is the responsibility of each employee importing a personally owned vehicle into the United States to ensure that the vehicle conforms to Federal motor vehicle safety standards (19 CFR 142) at the time the vehicle is imported into the United States.

b. The employee should complete Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Standards, issued by the U.S. Department of Transportation, National Highway Traffic Safety Administration, and forward it to the respective U.S. Despatch Agent at the time bills-of-lading and other shipping documents are forwarded under existing procedures.

c. The National Highway Traffic Safety Administration has prepared a booklet, "Federal Motor Vehicle Safety Standards," including import regulations, which provides basic information concerning import restrictions and compliance with safety standards. Complete information as to current applicable safety standards must be obtained from the U.S. Department of Transportation, National Highway Traffic Safety Administration, Washington, DC 20590.

14 FAM 618.7 Inspections of Personal Effects

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

As a condition of funding the storage and shipment of personal property, the Department of State reserves the right to open and inspect all personal property shipments that are in storage or transit under its authority. The Office of Logistics Management (A/LM) may, at its sole discretion through its offices or agent(s),

open and inspect any storage lot or shipment without prior notice, for purposes of: ensuring compliance with Department of State policies, import restrictions, other regulatory or legal requirements and/or contractual terms; assessing or alleviating actual or suspected damage to the contents; for safety considerations; and for fulfilling other reasonably necessary functions incident to the transport or storage of the effects. Upon the discovery of evidence of any possible infractions or violations of regulatory or legal requirements, the Office of Logistics Management or its agents must report the existence of that evidence to appropriate authorities, including appropriate law enforcement authorities. In addition, the Department must comply with requests from other U.S. Government agencies or with commercial carriers to open and inspect shipments in transit.

NOTE: Most carriers on their commercial bills-of-lading reserve the right of inspection as part of the terms and conditions of acceptance of a shipment.

14 FAM 619 COMMERCIAL AND U.S. GOVERNMENT BILLS OF LADING

14 FAM 619.1 Bill-of-Lading Preparation

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Commercial bills of lading are the preferred method to contract for transportation services and freight forwarding. Electronic versions should be used when possible. Alternatively, General Services Administration (GSA) has provided an optional, unnumbered Transportation Services Order form. The GSA has discontinued the U.S. Government bill of lading (GBL) for domestic shipments, but posts may still use a GBL for international shipments.

b. All contracts for carriage must indicate that they are made under 41 CFR 102-117 and 118.

14 FAM 619.2 Commercial Ocean Bills of Lading

14 FAM 619.2-1 Required Provision

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

a. Whenever commercial ocean bills of lading (GBLs) are used to cover shipments of U.S. Government property or personal effects moving at U.S. Government expense, the terms and conditions of the Form SF-1103, U.S. Government Bill of Lading International and Domestic Overseas Shipments, must be included on

the commercial document. The following provision must be overprinted or stamped on the commercial ocean bill of lading:

This shipment is made under all terms and conditions of the Form SF-1103**, U.S. Government Bill of Lading International and Domestic Overseas Shipments, and is subject to the terms and procedures set forth in Comptroller General of the United States Circular Letter** B-150556**, dated June 16, 1967.**

b. Compliance with this provision is mandatory for U.S.-flag carriers and should be enforced to the extent possible when commercial ocean bills-of-lading are issued by foreign-flag carriers. These provisions cannot be applied against foreign-flag carriers without their concurrence.

c. A copy of the Comptroller General's Circular Letter B-150556 may be given, upon request, to any carrier unfamiliar with its terms.

14 FAM 619.2-2 Payment

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

Payments for transportation services are to be made in accordance with 41 41 CFR 102-118. (See 4 FAH-3 H-470 for information on payments for transportation of passengers and things.)

14 FAM Exhibit 611.6
Limitations

(CT:LOG-51; 02-25-2008)

MAY BE APPROVED FOR CRATING	WILL NOT BE APPROVED FOR CRATING
FINE ART WORK (TO INCLUDE VASES, PICTURES, PAINTINGS AND SCULPTURES) WITH A DOCUMENTED VALUE OVER $2100 PER ITEM OR PER SET	ANY WOOD FURNITURE, OVERSTUFFED CHAIRS OR SOFAS, WALL DIVIDERS, WALL UNITS, CHINA HUTCHES OR CABINETS
	TAXIDERMIED OR STUFFED ANIMAL TROPHIES
GLASS / MARBLE / SLATE TABLE TOPS, MINIMUM SIZE OF 36X36 INCHES WITH A REPLACEMENT VALUE OF $500 OR GREATER, AND WHICH WILL NOT FIT IN A NORMAL STORAGE VAULT OR LIFTVAN	ANY ELECTRONIC EQUIPMENT ANY PLAYGROUND EQUIPMENT ANY ATHLETIC / EXERCISE EQUIPMENT
CRYSTAL CHANDELIER WITH APPRAISED VALUE OVER $2100	
BABY GRAND PIANOS	UPRIGHT / ELECTRIC PIANO
	SURFBOARDS
	LADDERS, TOOLS OR YARD MAINTENANCE EQUIPMENT
	SHIP / AIRPLANE OR OTHER LARGE MODELS
	MATTRESSES
	FISH TANKS
	BICYCLES
	CLOCKS
	MUSICAL INSTRUMENTS
	ARTWORK WITH APPRAISED VALUE UNDER $2100 PER ITEM
	HAT/ COAT RACK
	ANY ITEMS GOING INTO STORAGE
	CHANDELIER WITH APPRAISED VALUE UNDER $2100
	DOLL HOUSE

14 FAM Exhibit 611.9
Limitations: Special Crating Request Format

(CT:LOG-51; 02-25-2008)

_____ Requests special crating for the items listed below

Company Name

for _____ This request is being made because

Employee's Name

☐ Pre-move surveyor feels this is necessary to safely transport item.

☐ Employee wishes the items to be specially crated.

Item	Dimensions	Cube	Cost	Approved/Denied

Authorizing Signatures:

Signature of Transportation Officer _____ _____

Signature of HR Representative _____ _____

14 FAM Exhibit 612.3
Example Of A Computation Of Surface Charges For A Household Effects (HHE) Shipment

(CT:LOG-1; 05-27-2005)

Under the conventional pack-and-crate method, charges for various segments of transportation are assessed differently. Converting these various costs to a common denominator (100 pounds net weight) is the major problem in comparing costs.

(EXAMPLE: Washington, DC to Damascus, Syria)

(Shipment costs based on an overall net weight of 3,000 lbs. per HHE)

Transportation Service	Cost per 100 lbs.
HHE Export Packing	$53.10
Trucking Charge	$3.61
Ocean Transportation	$61.00
Port Charges at Destination	$12.00
Inland Transportation Charge	$18.00
Local Delivery and Unpacking	$20.00
	Total cost per 100 lbs. $167.71
Total Cost for HHE Shipment	
(3,000 lbs. allowed = 30 x $167.71 = $5031.30)	

NOTE: The cost listed above is only an example. The employee's actual HHE shipment entitlement is stated on the employee's travel authorization. Only the authorized HHE weight will be shipped at U.S. Government expense. If the HHE weight exceeds the employee's entitlement, the Transportation Advisory Section will assist the employee in identifying the additional costs that the employee will have to incur to ship the excess HHE weight. The employee must obtain all excess transportation costs from his or her transportation counselor.

14 FAM Exhibit 612.3-2
List Of Articles And Average Estimated Net Weights For Estimating Net Weight Of Employees' Effects To Be Shipped Or Stored

(CT:LOG-51; 02-25-2008)

Article	Average Cubic Feet Per Piece	Average Pound Estimated Net Weight
Living Room		
Bench (fireplace or piano type)	5	35
Bookcase	20	125
Bookshelves, sectional	3	25
Chair, occasional	15	90
Chair, overstuffed	25	50
Chair, rocker	12	50
Chair, straight	5	20
Chair with arms	10	50
Clock, grandfather	20	100
Desk, secretary	35	200
Desk, small	22	100
Desk, Winthrop	22	100
Fireplace equipment	5	35
DVD player	2	10
DVD portable	1	2
Hide-a-bed	50	350
Lamp, floor	3	20
Pad for large rug	8	40
Pad for small rug	3	15
Piano, baby grand	50	500
Piano, concert grand	125	1,000
Piano, parlor grand	100	800
Piano, spinet	40	350
Piano, upright	75	650
Rack, magazine	2	15
Radio, portable	2	10
Radio, table	2	15
Rug, large	10	70
Rug, small	3	20
Sofa, 2-cushion	35	245
Sofa, 3-cushion	50	350
Stool, foot	2	10

Table (coffee, end, or nest)	5	35
Table, dropleaf	12	85
Table, library	20	150
Table, occasional	12	85
Television, table model, portable	10	70
Television, flat screen, 42 to 52 inches	35	100
Television, flat screen, 37 inch or less	20	70
Television, flat screen, 52 inch or larger	45	110
Dining Room		
Bar, portable	15	100
Buffet	30	210
Cabinet, corner	20	140
Cart, tea	10	50
Chair, straight	5	35
Chinaware, in carton or dish-pack, per cubic foot	1	12
Closet, china	25	175
Pad for large rug	8	40
Pad for small rug	3	15
Rug, large	10	70
Rug, small	3	20
Server	15	100
Table, extension type	30	210
Bedroom		
Bed, bunk (set of 2, including spring and mattress)	70	300
Bed, double (including spring and mattress)	60	300
Bed, queen (including spring and mattress)	40	200
Bed, king-size (including spring and mattress)	70	400
Bed, single (including spring and mattress)	40	200
Bench for dresser	4	30
Bench for vanity table	4	25
Chair, boudoir	10	40
Chair, rocker	5	25
Chair, straight	5	20
Chaise longue	25	75
Chest of drawers	25	175
Chiffonier	25	175
Dresser	25	175
Dresser, vanity	20	175
Pad for large rug	8	40

Pad for small rug	3	15
Rug, large	10	70
Rug, small	3	20
Table, night	5	35
Wardrobe, large	40	280
Wardrobe, small	20	140
Nursery		
Bassinet	5	35
Bed, youth	30	150
Chair, child's	3	20
Chair, high	5	25
Chest of drawers	12	85
Chest, toy	5	25
Crib, baby	10	70
Pad for large rug	8	40
Pad for small rug	3	15
Playpen	10	35
Rug, large	10	70
Rug, small	3	20
Table, child's	5	35
Kitchen		
Bin, vegetable	3	15
Board, ironing	2	15
Cabinet, kitchen	30	200
Cabinet, utility	10	70
Chair to a breakfast suite	5	25
Roaster	5	35
Miscellaneous canned goods	5	30
Stool	2	10
Table, breakfast	10	70
Table, utility	5	35
Miscellaneous		
Basket, clothes	5	25
Bed, day	30	210
Bed, roll-away	20	140
Bicycle	10	50
Cabinet, filing	20	140
Cage and stand for a bird	5	35
Can, trash	7	15
Carriage, baby	20	75
Carriage, doll or folding	5	35
Carton, clothing	3	40
Carton, linens	5	65
Carton of books, per cubic foot	1	25
Clothes hamper	5	10

Fan, electric	5	35
Golf bag with clubs	2	40
Heater, gas or electric	5	35
Hose, garden (and tools)	10	70
Incinerator	10	70
Ladder, extension	15	45
Ladder, step	10	25
Lamp shades	10	20
Mower, riding	15	150
Mower, power	15	75
Sled	2	15
Tools, chest of	10	100
Tricycle	5	35
Trunk, footlocker	6	50
Trunk, steamer	10	70
Trunk, wardrobe	15	10S
Vacuum cleaner	5	35
Wagon, child's	5	35
Wheelbarrow	8	50
Appliances		
Air conditioner, window	30	210
Dehumidifier	10	60
Dishwasher	20	140
Dryer, electric or gas	25	175
Freezer (10 cubic feet or less)	30	210
Freezer (11 to 15 cubic feet)	45	315
Freezer (16 cubic feet and over)	60	420
Mangle	12	85
Range, electric or gas	30	210
Refrigerator (6 cubic feet or less)	30	210
Refrigerator (7 to 10 cubic feet)	45	315
Refrigerator (11 cubic feet and over)	60	420
Sewing machine	10	100
Sewing machine, portable	2	25
Washing machine	25	200
Porch, Outdoor Furniture, and Equipment		
Bath, bird	5	35
Bench, picnic	5	35
Box, sand	10	50
Chair, lawn	5	35
Chair, porch	10	35
Glider	20	140
Grill or barbecue, portable	10	40
Gym set, outdoor, child's	20	140

Racks, dryer, outdoor	5	15
Rocker, swing	10	70
Rug, large	10	70
Rug, small	3	20
Settee	20	100
Slide, outdoor, child's	10	70
Swing, outdoor	30	210
Table, picnic	20	140
Table, utility	10	70
Umbrella, outdoor	5	35
Exercise and Sports Equipment		
Camping stove	5	10
Cooler, small	3	5
Cooler, large	5	10
Exercise bike	10	50
Skis	2	10
Tent	5	20
Treadmill	20	120
Weight bench	5	500
Universal gym component	10	375

14 FAM Exhibit 613.3
Example Of A Computation Of Charges For Unaccompanied Air Baggage (UAB)

(CT:LOG-168; 03-18-2014)
(State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

(EXAMPLE: Washington, DC to Damascus, Syria)

(Shipment costs based on an entitlement of 600 lbs. gross weight)

Transportation Service	**Cost per 100 lbs**
Origin Packing Charges	$65.00
Freight Forwarding Charges (origin airport to destination airport)	$112.00
Total cost per 100 lbs.	$177.00
Total Cost for UAB Shipment (600 lbs. allowed = 6 x $177.00 = $1062.00)	

NOTE: The cost listed above is only an example. The employee's actual UAB entitlement is stated on the employee's travel authorization. Only the authorized weight will be shipped at U.S. Government expense. If the UAB exceeds the employee's entitlement, the Transportation Advisory Section will assist the employee in identifying the additional costs that the employee will have to incur to ship the excess UAB weight. The employee must obtain all excess transportation costs for his or her transportation.

14 FAM Exhibit 614.4-3
Sample Text Of Telegraphic Notification Of Shipment En Route

(CT:LOG-11; 10-21-2005)

UNCLASSIFIED

R 241519Z JUN 87 ZEX

FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS

UNCLAS STATE 194791

INFORM CONSULS

E.O. 12958: N/A

TAGS: ATRN

SUBJECT: TELEGRAPHIC NOTIFICATION OF SHIPMENT EN ROUTE

1. EMPLOYEE'S NAME AND SSN
2. SHIPMENT DESCRIPTION
3. SHIPMENT DESCRIPTION
4. FROM: (POINT OF SHIPMENTS ORIGINATION) TO: (FINAL DESTINATION AS SHOWN IN THE TRAVEL AUTHORIZATION)
5. FISCAL DATA (FOR OTHER THAN STATE DEPARTMENT SHIPMENTS, ADD TRAVEL AUTHORIZATION NUMBER)
6. NUMBER OF PIECES
7. AGENCY
8. SHIPMENT NUMBER
9. GROSS WEIGHT
10. NET WEIGHT
11. TOTAL CUBE
12. VOYAGE OR FLIGHT NUMBER
13. DEPARTURE DATE AND ETA TO DESTINATION PORT

14. NAME OF VESSEL, AIRLINE

15. SHIPPING LINE

16. PORT OR AIRPORT OF DISCHARGE

17. CONTAINER NUMBER

18. OBL OR AWB NUMBER

19. POINT OF CONTACT IN THE UNITED STATES: NAME, TELEPHONE NUMBER

20. OTHER REMARKS

PLEASE SEND THE TELEGRAMS AS CLOSE TO THE ACTUAL DEPARTURE AS POSSIBLE. HHE AND POVS OFTEN ARRIVE WITHOUT ANY NOTIFICATION AND DELAY ANY ONFORWARDING. THANK YOU FOR YOUR ASSISTANCE.

NOTE:

1. ITEM #1: ENTER N/A IF THE SHIPMENT IS FOR OFFICIAL SUPPLIES AND/OR EQUIPMENT RATHER THAN A PERSONAL PROPERTY SHIPMENT.

2. ITEM #13: "DEPARTURE DATE" REFERS TO THE DATE THE TRANSPORTATION COMPANY (LAND/SEA/AIR) RECEIVED THE SHIPMENT. IN THE CASE OF A STEAMSHIP COMPANY, IT REFERS TO THE DATE THE SHIPMENT WAS LOADED ABOARD THE VESSEL (OBL DATE). IN THE CASE OF AN AIRLINE OR TRUCK SHIPMENT, IT REFERS TO THE DATE THE SHIPMENT WAS PICKED UP OR DELIVERED TO THE AIR CARRIER OR FREIGHT FORWARDER. "DEPARTURE DATE" DOES NOT REFER TO THE DATE THE SHIPMENT LEFT THE POINT OF ORIGIN.

POWELL

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UNCLASSIFIED

14 FAM Exhibit 614.5
Excess Weight Cost Computation

(CT:LOG-153; 07-31-2013)

a. Computation of cost under the pack-and-crate method:

Under the conventional pack-and-crate method, the charges for various segments of a move are assessed differently. Converting these various costs to a common denominator (100 pounds net weight) is the major problem in comparing the costs of through bill-of-lading shipments to that of a conventional pack-and-crate shipment.

A review should be made of all shipments export-packed during a recent period to ascertain the total net weight, gross weight, cubic measurement, and cost. If the basis for the packing charge is other than per 100 pounds net weight, the cost per 100 pounds net weight can be computed by dividing the total net weight into the total cost.

The net weight and gross weight are defined in 14 FAM 612.3-2. The tare weight is the gross weight minus the net weight. The tare ratio, which is the percentage of the tare weight to the net weight, is obtained by dividing the tare weight by the net weight. The number of pounds gross weight in a cubic foot may be obtained by dividing the gross weight by the number of cubic feet.

EXAMPLE

Conversion factors developed from post records: 100 pounds net weight = 138 pounds gross weight (38% tare ratio); there are 9.2 pounds of gross weight contained in 1 cubic foot.

Origin Costs	Cost Per 100 Pounds Net
Export packing charged at $12 per 100 pounds net weight, including cost of local hauling and cost of containers: 100 lbs. net weight (1 x $12.00)	$12.00
Inland freight to port-of-origin charged at $4 per 100 pounds gross weight: 138 lbs. x $4.00	5.52
Port charges at origin at $3 per ton (2,000 pounds) of gross weight: ($3.00 divided by 2,000 lbs.) x 138 =.2070	.21

Origin Costs **Ocean Transportation**	Cost Per 100 Pounds Net
Ocean freight charged at $60 per 40 cubic feet: ($60.00 divided by 40 cu. ft.) x (138 lbs. divided by 9.2 lbs.)	$22.50

Destination Costs	Cost Per 100 Pounds Net
Port charges at destination at $.03 per cubic foot: (138 lbs. divided by 9.2 lbs.) x $.03	.45
Inland freight from port-of-destination charged at 138 lbs. x $.94 = $1.297	1.30
Local delivery and unpacking at final destination charged at $2.50 per 100 pounds gross weight: 138 lbs. x $2.50	3.45
Total cost per 100 pounds net weight	$45.43

b. Computation of cost under the ITGBL method:

The following example illustrates how the calculation is done:

Actual net weight of the shipment =	8,168 pounds
Authorized net weight from the TA =	7,200 pounds
Over net weight =	968 pounds
ITGBL rate for 8,168 pounds =	$19,921.67
ITGBL rate for 7,200 pounds =	$18,292.06
Total amount owed by employee	$ 1,629.61

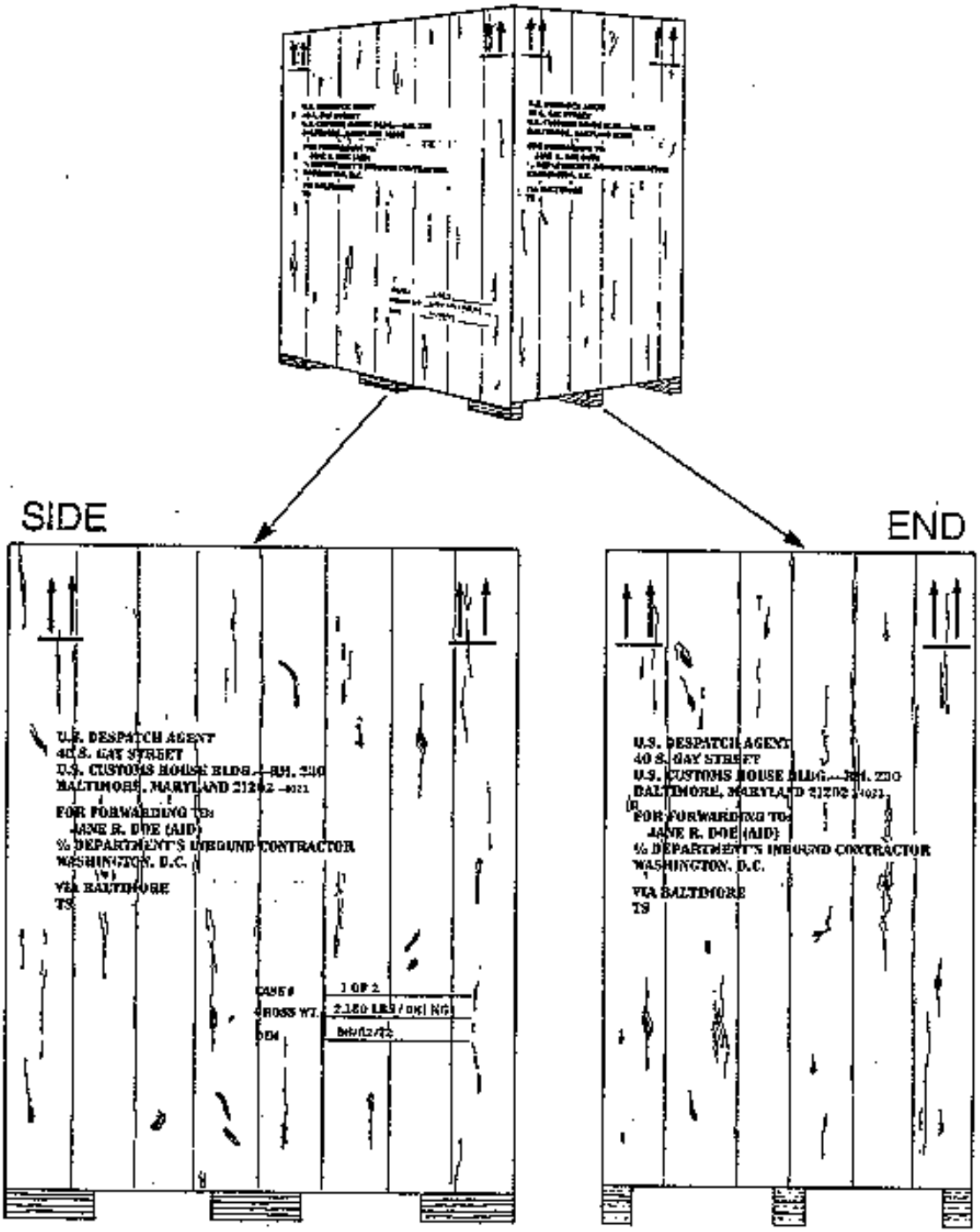
The overweight cost formula is actual transportation costs minus authorized transportation costs = total amount to be paid by the employee.

14 FAM Exhibit 614.6-1
Consignments For Shipments Destined For The United States

(CT:LOG-102; 07-20-2011)

Port of Discharge	Consignee
New York and all other Atlantic coast gateways except Washington, DC, Maryland, Virginia, and Miami.	U.S. Despatch Agent 555 U.S. Route 1, South Iselin, NJ 08830-3179 (Tel: 732-855-8880) (Fax: 732-855-8899)
Baltimore, Norfolk, and ports in North Carolina and South Carolina.	U.S. Despatch Agent Room 125 2200 Broening Highway Baltimore, MD 21224-6623 (Tel: 410-631-0045)
All ports in Florida and the Gulf of Mexico.	U.S. Despatch Agent Building H, Suite 250 7789 NW 48th St. Miami, FL 33166 (Tel: 305-640-4574) (Fax: 305-715-3502)
All Pacific coast ports.	U.S. Despatch Agent 2800 S. 192nd St. Suite 108 Seattle, WA 98188-5165 (Tel: 206-764-3805) (Fax: 206-764-6660)

SHIPMENT ILLUSTRATIONS
LIFT VAN MARKINGS



Consignment Markings—Household Effects (HHE) Going From West Africa to the Washington, DC Area

U.S. DESPATCH AGENT
2200 BROENING HWY. RM 125
BALTIMORE, MD 21224-6623
TEL: (AREA 410) 631-0043
FOR FORWARDING TO:

JANE R. DOE (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
WASHINGTON, DC
VIA BALTIMORE
TS

Consignment Markings—Household Effects (HHE) Going From the Philippines to San Francisco

U.S. DESPATCH AGENT
2800 S. 192ND ST. ROOM 108
SEATTLE, WA 98188-5165
FOR FORWARDING TO:
DONALD R.WATSON (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
SEATTLE, WA

Consignment Markings—Household Effects (HHE) Going From South Africa to Waco, Texas

U.S. DESPATCH AGENT
BUILDING H, SUITE 250
7789 NW 48th ST
MIAMI, FL 33166

FOR FORWARDING TO:
EVELYN DUNNING (USAID)
123 MAIN STREET
WACO, TX
VIA HOUST0N

Consignment Markings—UAB Shipment Ending at JFK International Airport (Final Destination Is San Francisco)

U.S. DESPATCH AGENT
JFK INTERNATIONAL AIRPORT
IAB, ROOM 2214
JAMAICA, NY 11430

FOR FORWARDING TO:
SUZANNE D. GIBSON (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
SEATTLE, WA

The post consigns, marks, and prepays the shipment to the New York Despatch Agent at the DA's JFK Liaison Office. (The shipment enters the United States and ends at this airport.)

The post sends the shipment prepaid only as far as JFK Airport. The DA's Liaison Office clears the shipment through U.S. Customs and makes all arrangements to send the effects on to:

Consignment Markings—UAB Shipment Ending at Washington's Dulles International Airport (Final Destination Is Washington, DC)

A/LM/OPS/TD
DEPARTMENT OF STATE
WASHINGTON, DC
FOR FORWARDING TO:
ROBERT R PROVINDER (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR

The Department's Liaison Office at Dulles International Airport will clear the shipment through U.S. Customs. Unless the post has provided a delivery address on the air waybill, the Dulles Liaison Office will give the UAB to the Department's Inbound Contractor to hold.

Consignment Markings—Household Effects (HHE)
Going to Washington, DC -Transshipping through ELSO

U.S. DESPATCH AGENT
AMERICAN EMBASSY OFFICE (ELSO)
NOORDERLAAN 147, BUS 12A
2030 ANTWERP, BELGIUM

FOR FORWARDING TO:
JOHN Q. PUBLIC (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
WASHINGTON, DC
TS

14 FAM Exhibit 614.6-5
U.S. Air Gateways

(CT:LOG-179; 09-16-2014)

U.S. Despatch Agent or U.S. Gateway	Office to Be Notified
New York and all other Atlantic coast gateways except Washington, DC, Maryland, Virginia, and Miami.	U.S. Despatch Agent J.F.K. International Airport Room 2114 Jamaica, NY 11430 (Tel: 718-553-1692)
Miami, New Orleans, and other Gulf gateways.	U.S. Despatch Agent 7789 NW 48th St. Suite 250 Miami, FL 33166 (Tel: 305-640-4574)
San Francisco and other Pacific coast gateways (except for shipment destined for the Washington, DC, Maryland, and Virginia areas carried on Northwest Orient Airlines' flights which terminate at Dulles International Airport).	U.S. Despatch Agent 2800 S. 192nd St. Room 108 Seattle, WA 98188-5163 (Tel: 206-764-3805)
Washington, DC, Maryland, and Virginia arriving at Dulles International Airport (consignees only).	U.S. Department of State *Transportation and Travel Division* A/LM/OPS/TTM *Dulles International Airport (IAD)* Washington, DC *20037* (Tel: 703-285-2374/*2377*)